

OWL Ready



Often Overlooked Plan Details

Take advantage of the OwlReady portal to put some teeth into your plan. You cannot do any harm by exploring within the various tabs and sections within your plan! Two of the most often overlooked tabs within “Plan Details” section are Action Item Summary and Department Documents. Advantages to putting some effort into these two areas, include:

1. **Action Item Summary:** Think of this section as a “to do” list of items that need attention in the future. Example: You’ve been swamped over the past six months, but you understand the value of cross training within several of your critical functions. To ensure you don’t forget, you can set up an action item with a deadline, and on that day, you’ll get an email.
2. **Department Documents:** Yet another place to securely park documents that you may need later. You’re undoubtedly using the Cloud and possibly some kind of external drive to back up your documents, but this is another place to save your most critical documents that you would never want to lose.

Both sections are easy to navigate, and updating only takes a few minutes!



And, a little humor from Mark Twain. *Never put off till tomorrow what you can do the day after tomorrow.*