

POLICIES AND PROCEDURES

Evaluate Your Knowledge
Of Policies and
Procedures From 1 to 10

1	2	3	4	5	6	7	8	9	10
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Why did you give
yourself this rating?

What areas do you
excel in policies
and procedures and
what areas do you
need to work on?

What benefits do
you hope to
see by improving
your knowledge of
policies and
procedures?

Write a specific
action step you will
take daily to grow in
policies and
procedures

Checklist for the daily
practice of policies and
procedures

M	T	W	T	F	S	S
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Sales Associate Name: _____ Completion Date _____

Manager's signature: _____