

Action Items and Recommendations

Monthly Sales Review

May 2024

Action Items

Action Item	Owner	Deadline	Status
Update sales dashboard with Q2 figures	Jane Doe	June 7, 2024	In Progress
Schedule in-depth training for new sales reps	Michael Lee	June 15, 2024	Planned
Follow up with top 10 leads from May	Linda Park	June 10, 2024	Pending
Analyze lost deals and document reasons	Kevin Smith	June 12, 2024	In Progress

Recommendations

- Increase outreach via email campaigns based on key market segments identified in May.
- Streamline follow-up processes to decrease lead response time.
- Consider additional incentives for sales representatives exceeding targets.
- Periodically review product feedback to address customer pain points.

Important Notes

- This document should be reviewed during monthly team meetings for accountability.
- Action items are tracked and updated until officially closed or completed.
- Clear ownership and deadlines ensure progress and timely execution.
- Recommendations are based on data analysis and may require further discussion.