

How to Write a Business Recommendation so that your Boss says: Yes!

A recommendation is a way to work out a plan to change or fix something in the company. It is a way to get permissions and resources from your boss to get things done. It is a way for the Boss to quickly have all the facts he needs to make a decisions, and a way for him to delegate more decisions to you. Above all, it is a way of communicating among the members of a management team in a businesslike, problem solving, bottom line improving way.

There is an unwritten rule, that once you hand in your RECCO to the Boss, he has to review it, and either ask for more info, approve, or decline it with an explanation, within one business day.

Here are the headings a recommendation is composed of. It is really a mini-business plan.

OBSERVATION

Relevant Facts that no one would argue about

CONCLUSION

How they are impacting our business

RECOMMENDATION

A plan of action, step by step
To solve the problem

COST

Money and time needed to put the plan into action, including our time.

SAVINGS and BENEFITS

The \$ savings that will be saved, less the cost of implementing the recommendation. Plus a list of benefits that may not be money related, such as better quality, ease of operation, or customer satisfaction.

Your HOMEWORK: To write up one recommendation how to improve something in the business, or the area you work in. Prepare to present it on next morning to your coach, and at a the next management team meeting to all the team.

The Fine Print

You may copy, email and reproduce this info, and give it to any small business owner, but you cannot sell it or make money from it. I am supposed to be doing that. If you share it, it would be nice if you included my name, contact info and this blurb. This info is meant to help small business owners. If it works, great, if not - don't blame me. I would like to hear how you are using it, and will be happy to answer questions. Enjoy! All rights reserved.

COSTEFF CONSULTING • THE SMALL BUSINESS OLYMPICS

5451 Crestone Circle • Boulder, CO 80301 • office (303) 502 5288 • home (303) 459 4193 • cell (303) 396 2607
email • phil.costeff@gmail.com • www.SmallBusinessOlympics.com

Recommendation for _____

By _____ **Presented on Date** _____

OBSERVATION

CONCLUSION

RECOMMENDATION

- *
- *
- *
- *
- *
- *

COST

SAVINGS and BENEFITS

Approved/Next Action Required: _____

2

The Fine Print

You may copy, email and reproduce this info, and give it to any small business owner, but you cannot sell it or make money from it. I am supposed to be doing that. If you share it, it would be nice if you included my name, contact info and this blurb. This info is meant to help small business owners. If it works, great, if not - don't blame me. I would like to hear how you are using it, and will be happy to answer questions. Enjoy! All rights reserved.