



GOAL SETTING

STEP 1 – START WITH THE END IN MIND

- Ask yourself: At the end of the year, what do you want your company to look like?
- With this in mind, list in the first column the three to six most important areas of focus for your business?
- In the second column identify specifically how you'll define success.

STEP 2 – CREATE YOUR PATH

- In order to achieve your Year End GOAL, next define the milestones you need to achieve by the end of each quarter.

STEP 3 – DEFINE YOUR STEPS

- In order to achieve your Quarterly Milestones, define the specific tasks you need to achieve each month.

MAINTENANCE

- Schedule 1 hour every Friday planning your next week to ensure that you're working towards completing your monthly tasks.
- Spend 1/2 hr at the end of each day planning the specific tasks you need to accomplish the following day.



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QUARTER 1

3-6 Most Important Areas of Focus	Q1 Milestones	January	February	March	Year End GOAL



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QUARTER 2

3-6 Most Important Areas of Focus	Q1 Milestones	April	May	June	Year End GOAL



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QUARTER 3

3-6 Most Important Areas of Focus	Q1 Milestones	July	August	September	Year End GOAL



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QUARTER 4

3-6 Most Important Areas of Focus	Q1 Milestones	October	November	December	Year End GOAL



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