

Action Plan

Use this action planning worksheet to detail out your top 3 goals for the quarter.

Goal	Action Steps	Support/Resources Needed	Target Date	Date Completed
<i>Describe your top 3 goals for your business this quarter. Make sure each goal is S.M.A.R.T. (specific, measurable, attainable, resonant and time-bound).</i>	<i>Describe any specific steps that you need to take to accomplish this goal. Often times, it's easier to manage smaller chunks than to tackle the whole goal at once.</i>	<i>Describe any help you might need to accomplish this goal. For example you might want someone to help hold you accountable, or you may need a book or a class to learn a new skill.</i>	<i>Estimate when you'd like to complete this goal by.</i>	<i>Record here when the goal was actually accomplished.</i>