

**Focus Forward – Let's K.I.S.S. (Keep it Simple Sisters)**

Write Your Year End SMART Goal Here \_\_\_\_\_

\_\_\_\_\_ by 12/31/21

**Criteria of Success:**

I will know I achieved this goal when:	
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**Set Goal Levels**

<b>MINIMUM</b>	
<b>TARGET</b>	
<b>STRETCH</b>	

**Going forward for this planning sheet, use the TARGET goal  
 Take your Annual Goal – then break it down into quarters and then months**

Note: Give yourself time in the beginning to build momentum. For example, if your annual goal is \$120,000 in gross revenue, don't simply divide by 4 and put the same amount in each quarter. Increase each quarter from where you are now, gradually building momentum and reaching your goal.

**To achieve this goal, I am forecasting and planning the following milestones  
 (On the following pages you'll chunk it down further)**

Total Year End Goal (12/31/21)	1 <sup>st</sup> Quarter By 3/31/21	2 <sup>nd</sup> Quarter By 6/30/21	3 <sup>rd</sup> Quarter By 9/30/21	4 <sup>th</sup> Quarter By 12/31/21
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**Notes | Ideas | Brainstorm:**


### March 2021

**Milestones to Achieve in March**

What	Date Completed
1.	
2.	
3.	

**Action Items to Support Milestones**

Week	Action Items	Results
3/1 to 3/7		
3/8 to 3/14		
3/15 to 3/21		
3/22 to 3/28		
3/29 to 4/4		

### April 2021

**Milestones to Achieve in April**

What	Date Completed
1.	
2.	
3.	

**Action Items to Support Milestones**

Week	Action Items	Results
4/5 to 4/11		
4/12 to 4/18		
4/19 to 4/25		
4/26 to 5/2		

**Future Pacing**
