|  |  |
| --- | --- |
|  | **A close up of a sign  Description generated with very high confidence** |
| **Year Long Action Plan for January to December 2020** | |

**Write Your SMART Goal Here** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by 12/31/20

**Criteria of Success:**

|  |  |
| --- | --- |
| **I will know I achieved this goal when:** |  |

**Set Goal Levels**

|  |  |
| --- | --- |
| **MINIMUM** |  |
| **TARGET** |  |
| **STRETCH** |  |

**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 1st Quarter Goal**  **(by 3/31/20)** | **January** | **February** | **March** |
|  |  |  |  |
| **Total 2nd Quarter Goal**  **(by 6/30/20)** | **April** | **May** | **June** |
|  |  |  |  |
| **Total 3rd Quarter Goal**  **(by 9/30/20)** | **July** | **August** | **September** |
|  |  |  |  |
| **Total 4th Quarter Goal**  **(by 12/31/20)** | **October** | **November** | **December** |
|  |  |  |  |

****

**Success formula … fuel your goal and inspired actions by knowing the emotional and intangible factors related to achieving your goal.**

**Motivation**

|  |  |
| --- | --- |
| **WHY I want this goal?**  *(the specific outcomes you are looking for)* |  |
| **List ALL the Benefits here** *(of attaining your goal)* |  |
| **The BIG Benefit** *(of achieving goal)* |  |
| **What is the PAIN?** (*of NOTachieving your goal)* |  |
| **Achieving this Goal will also help me** *(other areas)* |  |

**Obstacles or Challenges**

|  |  |
| --- | --- |
| **What obstacles or challenges may I encounter?** |  |
| **Ways to get past the obstacle(s) or challenge(s)?** |  |

**How will you or your business need to be different*?***

*(a worthwhile goal often requires us to look at or do things differently)*

|  |  |
| --- | --- |
| **In order to achieve this goal I/we will START doing** |  |
| **In order to achieve this goal I/we will STOP doing** |  |
| **In order to achieve this goal I/we will need to be someone that is** |  |

**Moving Forward**

|  |  |
| --- | --- |
| **Resources available to achieve this goal** |  |
| **Resources I will need to achieve this goal** |  |

|  |
| --- |
| **Total 1st Quarter Goal (by 3/31/20)** |
|  |

**Next, Chunk It Down Monthly**

|  |  |  |
| --- | --- | --- |
| **1st Month Goal**  **January** | **2nd Month Goal**  **February** | **3rd Month Goal**  **March** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **First Month Inspired Action Plan** | | |
| Week | Action Items | Evidence/Results |
| 12/30 to 1/5 |  |  |
| 1/6 to 1/12 |  |  |
| 1/13 to 1/19 |  |  |
| 1/20 to 1/26 |  |  |
| **Second Month Inspired Action Plan** | | |
| Week | Action Items | Evidence/Results |
| 1/27/ to 2/2 |  |  |
| 2/3 to 2/9 |  |  |
| 2/10 to 2/16 |  |  |
| 2/17 to 2/23 |  |  |
| **Third Month Inspired Action Plan** | | |
| Week | Action Items | Evidence/Results |
| 2/24 to 3/1 |  |  |
| 3/2 to 3/8 |  |  |
| 3/9 to 3/15 |  |  |
| 3/16 to 3/22 |  |  |
| 3/23 to 3/29 |  |  |

|  |
| --- |
| **Total 2nd Quarter Goal (by 6/30/20)** |
|  |

**Next, Chunk It Down Monthly**

|  |  |  |
| --- | --- | --- |
| **1st Month Goal**  **April** | **2nd Month Goal**  **May** | **3rd Month Goal**  **June** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **First Month Inspired Action Plan** | | |
| Week | Action Items | Evidence |
| 3/30 to 4/5 |  |  |
| 4/6 to 4/12 |  |  |
| 4/13 to 4/19 |  |  |
| 4/20 to 4/26 |  |  |
| **Second Month Inspired Action Plan** | | |
| Week | Action Items | Evidence |
| 4/27 to 5/3 |  |  |
| 5/4 to 5/10 |  |  |
| 5/11 to 5/17 |  |  |
| 5/18 to 5/24 |  |  |
| 5/25 to 5/31 |  |  |
| **Third Month Inspired Action Plan** | | |
| Week | Action Items | Evidence |
| 6/1 to 6/7 |  |  |
| 6/8 to 6/14 |  |  |
| 6/15 to 6/21 |  |  |
| 6/22 to 6/28 |  |  |

|  |
| --- |
| **Total 3rd Quarter Goal (by 9/30/20)** |
|  |

**Next, Chunk It Down Monthly**

|  |  |  |
| --- | --- | --- |
| **1st Month Goal**  **July** | **2nd Month Goal**  **August** | **3rd Month Goal**  **September** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **First Month Inspired Action Plan** | | |
| Week | Action Items | Evidence |
| 6/29 to 7/5 |  |  |
| 7/6 to 7/12 |  |  |
| 7/13 to 7/19 |  |  |
| 7/20 to 7/26 |  |  |
| 7/27 to 8/2 |  |  |
| **Second Month Inspired Action Plan** | | |
| Week | Action Items | Evidence |
| 8/3 to 8/9 |  |  |
| 8/10 to 8/16 |  |  |
| 8/17 to 8/23 |  |  |
| 8/24 to 8/30 |  |  |
| **Third Month Inspired Action Plan** | | |
| Week | Action Items | Evidence |
| 8/31 to 9/6 |  |  |
| 9/7 to 9/13 |  |  |
| 9/14 to 9/20 |  |  |
| 9/21 to 9/27 |  |  |

|  |
| --- |
| **Total 4th Quarter Goal (by 12/31/20)** |
|  |

**Next, Chunk It Down Monthly**

|  |  |  |
| --- | --- | --- |
| **1st Month Goal**  **October** | **2nd Month Goal**  **November** | **3rd Month Goal**  **December** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **First Month Inspired Action Plan** | | |
| Week | Action Items | Evidence |
| 9/28 to 10/4 |  |  |
| 10/5 to 10/11 |  |  |
| 10/12 to 10/18 |  |  |
| 10/19 to 10/25 |  |  |
| 10/26 to 11/1 |  |  |
| **Second Month Inspired Action Plan** | | |
| Week | Action Items | Evidence |
| 11/2 to 11/8 |  |  |
| 11/9 to 11/15 |  |  |
| 11/16 to 11/22 |  |  |
| 11/23 to 11/29 |  |  |
| **Third Month Inspired Action Plan** | | |
| Week | Action Items | Evidence |
| 11/30 to 12/6 |  |  |
| 12/7 to 12/13 |  |  |
| 12/14 to 12/20 |  |  |
| 12/21 to 12/27 |  |  |
| 12/28 to 1/3 |  |  |