

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:	
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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 1 st Quarter Goal (by 3/31/20)	January	February	March
→			
Total 2 nd Quarter Goal (by 6/30/20)	April	May	June
→			
Total 3 rd Quarter Goal (by 9/30/20)	July	August	September
→			
Total 4 th 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? <i>(the specific outcomes you are looking for)</i>	
List ALL the Benefits here <i>(of attaining your goal)</i>	
The BIG Benefit <i>(of achieving goal)</i>	
What is the PAIN? <i>(of NOT achieving your goal)</i>	
Achieving this Goal will also help me <i>(other areas)</i>	

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		