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

**Quarterly Goal: 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** |  |

**Review, Revise & Recap – See How Far You’ve Come Already**

*(Remember, measuring allows us to adjust the plan to achieve the goal (regardless of what may have shown up along the way.)*

**Track Your Results So Far**

|  |  |  |
| --- | --- | --- |
| **Revenue** | **Other Milestones/Achievements** | **Potential Revenue & Opportunities** |
|  |  |  |

**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 4th Quarter Goal****(by 12/31/20)** | **October** | **November** | **December** |
|  |  |  |  |

|  |
| --- |
| **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 |  |  |

|  |  |
| --- | --- |
|  | **A close up of a sign  Description generated with very high confidence** |
| **Inspired Action Plan for October to September 2021** |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by 09/30/21

**Criteria of Success:**

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

**Set Goal Levels**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Total 1st Quarter Goal****(by 3/31/21)** | **January** | **February** | **March** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total 2nd Quarter Goal****(by 6/30/21)** | **April** | **May** | **June** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total 3rd Quarter Goal****(by 9/30/21)** | **July** | **August** | **September** |
|  |  |  |  |