

**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:	
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**Set Goal Levels**

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

**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 4 <sup>th</sup> Quarter Goal (by 12/31/20)	October	November	December
→			

<b>Total 4<sup>th</sup> Quarter Goal (by 12/31/20)</b>

**Next, Chunk It Down Monthly**

<b>1<sup>st</sup> Month Goal October</b>	<b>2<sup>nd</sup> Month Goal November</b>	<b>3<sup>rd</sup> Month Goal December</b>

<b>First Month Inspired Action Plan</b>		
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		

<b>Second Month Inspired Action Plan</b>		
Week	Action Items	Evidence
11/2 to 11/8		
11/9 to 11/15		
11/16 to 11/22		
11/23 to 11/29		

<b>Third Month Inspired Action Plan</b>		
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		

**Inspired Action Plan for October to September 2021**
**Quarterly Goal: Write Your SMART Goal Here** \_\_\_\_\_

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

**Criteria of Success:**

<b>I will know I achieved this goal when:</b>	
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**Set Goal Levels**

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

Total 4 <sup>th</sup> Quarter Goal (by 12/31/20)	October	November	December
→			

Total 1 <sup>st</sup> Quarter Goal (by 3/31/21)	January	February	March
→			

Total 2 <sup>nd</sup> Quarter Goal (by 6/30/21)	April	May	June
→			

Total 3 <sup>rd</sup> Quarter Goal (by 9/30/21)	July	August	September
→			