

2021 Goal Planning Worksheets

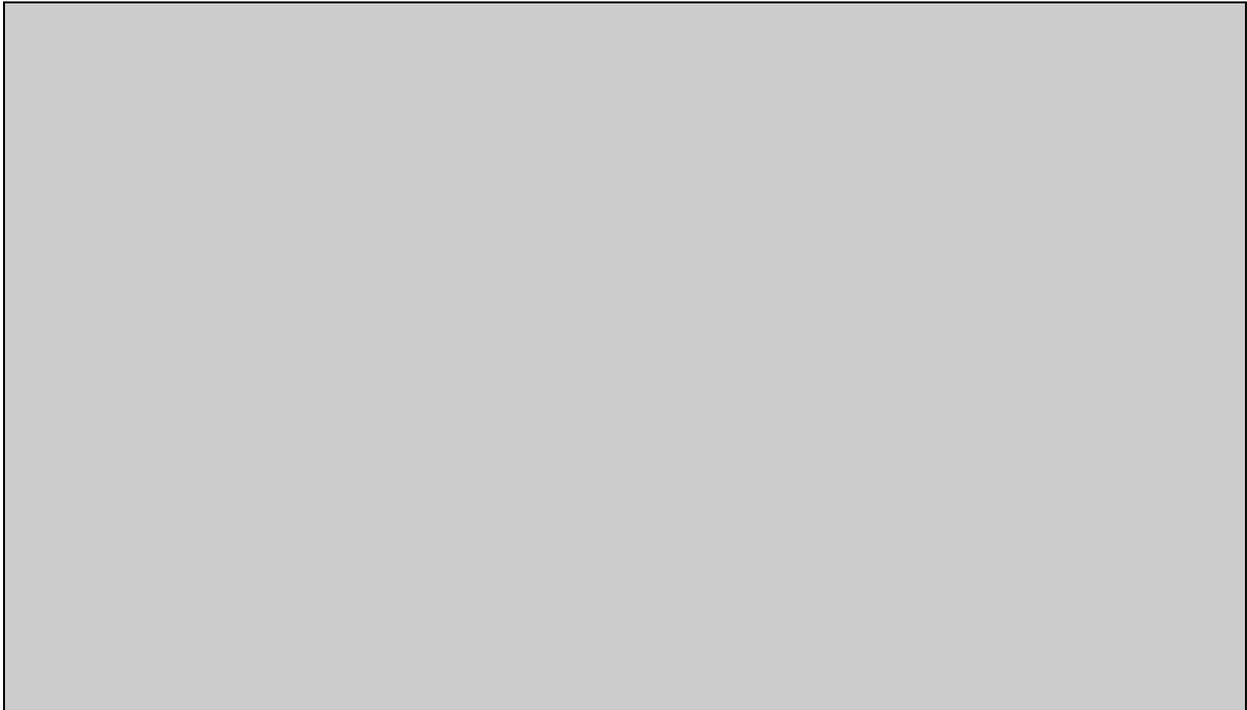
How to use this worksheet: Focus on one big goal that you're trying to achieve in your business.

The key is to focus on one main goal that will bring your main objective in your business the reason you may not have achieved this goal yet is because we have too many competing priorities.

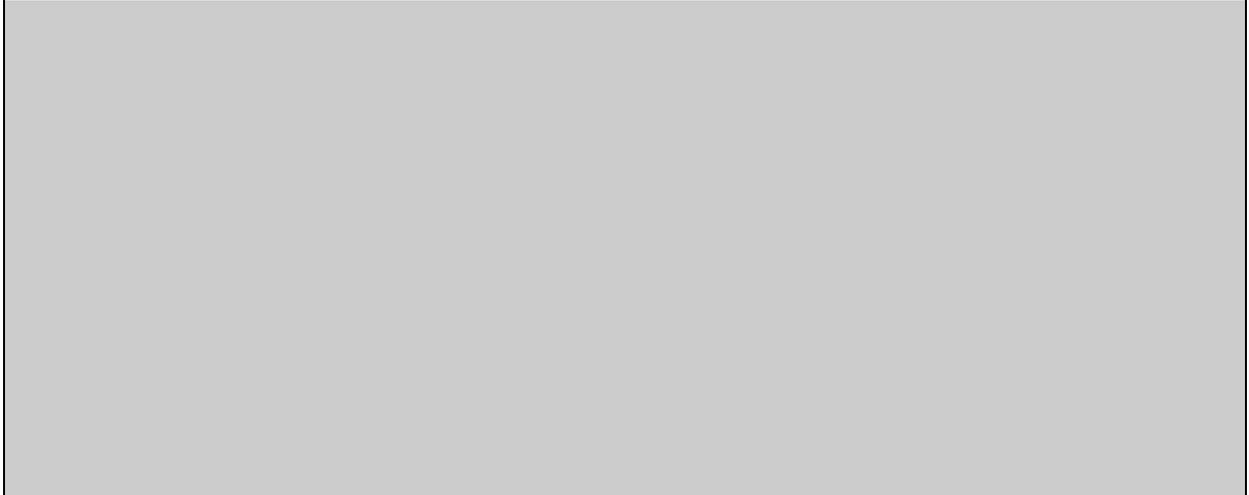
That's why it's essential to focus on just one goal right now. By doing so, you can make tremendous progress on one thing instead of mediocre progress on a few things

What Is The Main Goal I Want To Achieve?

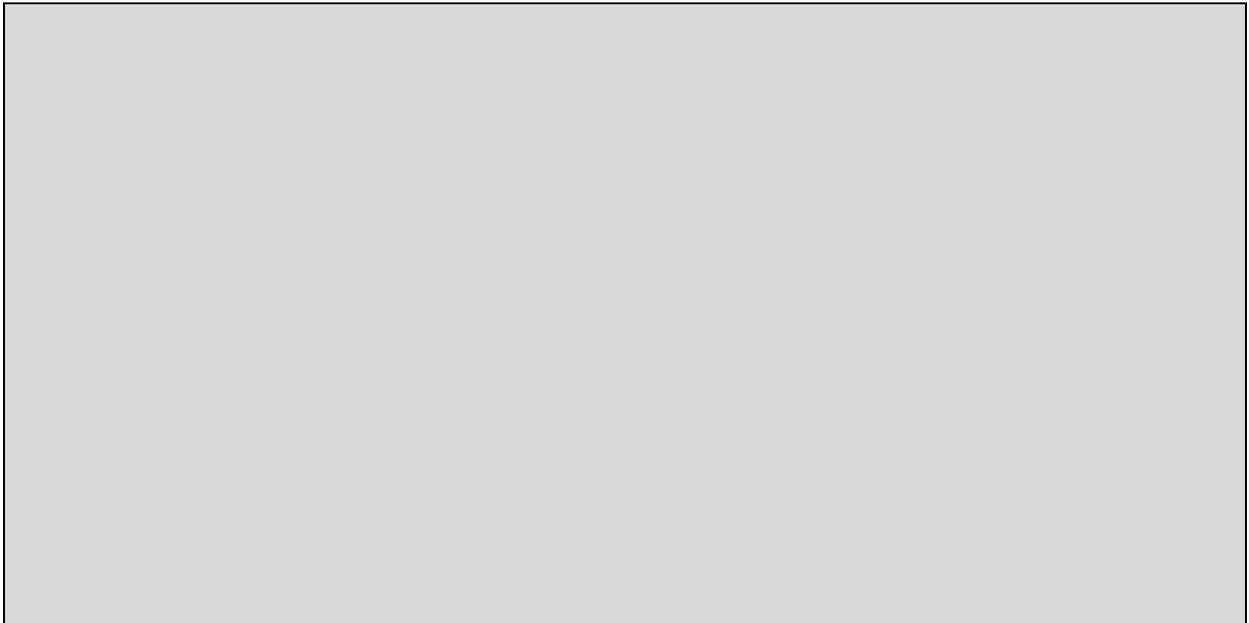
How I'll Measure Success (How will you evaluate if you've reached this goal? What does success look like?)



What Are The Top 3 Tasks You Need To Implement To Reach Your Goal? (*create content, Call to actions, implement editorial calendar, email campaign*)



Risks (What has prevented you from achieving this goal in the past? What's a possible barrier that could get in the way of success?) *ex.. Procrastination, Mindset Issues, Undefined Goals*

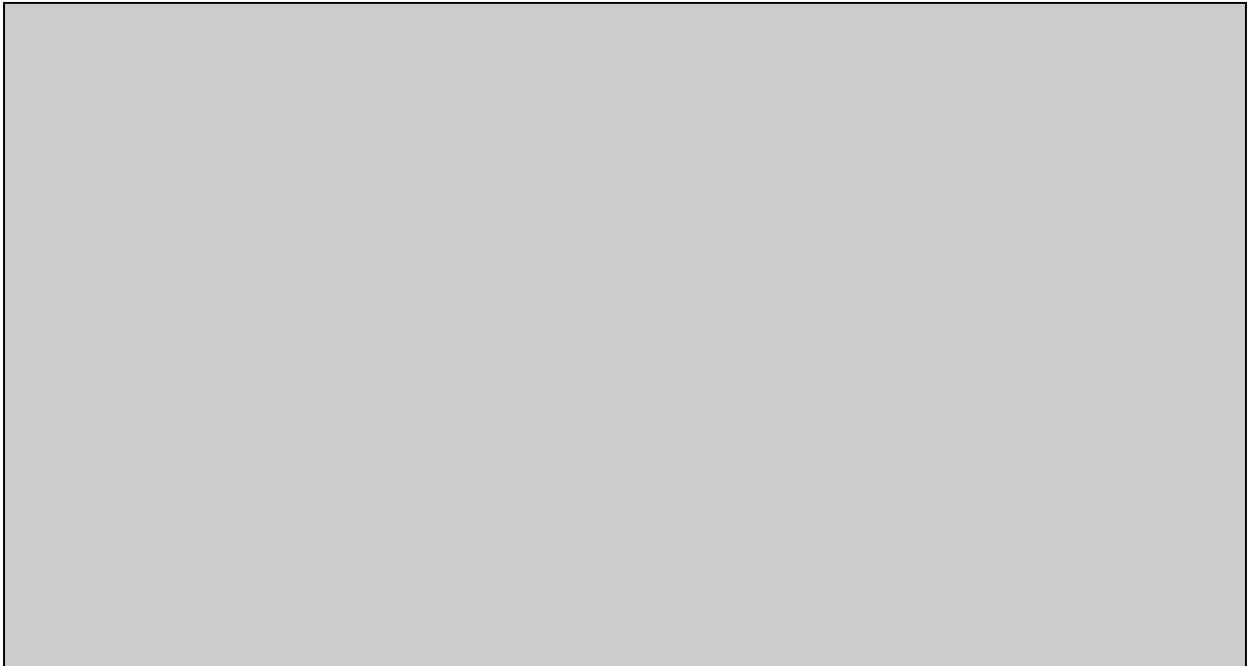


The consequence of an **undefined goal** is that progress cannot be measured, you cannot estimate when it will be achieved, or how much it will cost. You may spend a lot of time and resources working on something that should not be worked on.

What Platforms Will You Utilize (*Facebook, Instagram, Youtube LinkedIn*)



What Measurements Will You Put In Place? (*How will you measure your progress*)



This sheet is the first step. Now it's up to you to make time for yourself to make these plans a reality.

Setting Your Goals In Place

- ❑ Schedule your milestones and actions in your calendar.

- ❑ On the first of each month, schedule a 30 minute goal-planning session for the month ahead.
 - ❑ During the planning session, decide when you will accomplish your weekly and daily goals for the coming weeks and block off that time on your calendar. Set reminders a few minutes before the scheduled time so you don't forget.

 - ❑ On the last day of each month, schedule a 30 minute goal recap to reflect on your progress and assess whether you met your monthly milestone. Adjust the following month's plan if needed.

- ❑ Acquire the resources that you need to achieve your daily goals (this could include editorial calendar, email auto-responder, CRM software, apps)

- ❑ Tell someone what you're doing each week.

- ❑ Find an accountability partner to keep you focused on your goal.
 - ❑ Decide on a time for a check-in when you will update this person on your progress. Put this time in your calendar with a reminder.

- ❑ Update this document as needed.

- ❑ When unexpected this happen make revisions when necessary

- ❑ When you do achieve your goals, complete this sheet again to help you tackle your next goal.

❑ Every time you achieve a goal, even the daily or weekly actions, it's a reason to celebrate. Take a moment and reward yourself for each accomplishment no matter how big or small.