Master Your Planning

1. **Rear view Mirror**

Your business’s past performance… Did your business perform as well as you wanted it to in the last 3 months?

**It is very important to look in the rear view mirror before you plan for the future.**

How did your business perform in the past 3 months? Where is your business right now? Is it where you expected it to be?

Looking back…

Take a few moments to write an over-view of how you see your current business situation addressing these questions...

1. How are the profits in the business?
2. Is the team working effectively and productively together?
3. How much time are you currently spending working in the job of the business rather than working ON the business?
4. What are your general feelings on how you think the business is doing at the moment?
5. What Goals/Milestones did you achieve in the last 3 months?
6. What difference has this made to you and your business?
7. What haven’t you finished?
8. What didn’t you achieve that you had intended to? Why not?
9. What has been the impact to you and the business?

**2. Now let’s look to the Future…**

**With a clear snapshot of where your business is what do you need to plan for to take your business to where you want it to be?**

What are the top 5 goals you want to achieve in your business in the next 12 months?

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| --- | --- | --- | --- | --- | --- |
|  | GOALS | Start Date | Planned Completion | Actual Completion | Who |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

What are the top 10 goals you want to achieve in your business in the next 90 days?

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| --- | --- | --- | --- | --- | --- |
|  | GOALS | Start Date | Planned Completion | Actual Completion | Who |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
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| 10. |  |  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I commit to accomplish the above goals in the next 90 days.**

**(Signature)**