



Goal Setting Action Sheet

BUSINESS NAME _____

WHAT is the Goal? (Be specific) _____

WHY is it important that I achieve this goal? What will it mean for me &/or my business?

WHO will complete this (e.g. myself, +)? _____

WHEN with this goal will be achieved by? Set a deadline _____

HOW WILL I ACHIEVE THIS BIG GOAL? Break the bigger goal into smaller tasks

- What is the task?
- How often do these tasks need to be actioned and by whom?
- When does each smaller task need to be completed by in order to achieve the BIG Goal?

Task	Person	Complete By (date)
1.		
2.		
3.		
4.		
5.		

Overall Estimated Cost? What is my budget for this project? _____

Looking forward – Write a sentence from the perspective of having **already achieved the goal** and how that makes you feel. How has this impacted on your business/life?

The date is... _____ and I have/am... _____

I feel... _____

Actual Outcome – What is the result of achieving this goal? Has this increased revenue/ exposure/ product range etc.

Ongoing Action - What further steps can be taken to ensure the ongoing effectiveness of this outcome?



