



How do you rank yourself during the last 90 days on a scale of 1 (lowest) to 10 (highest) in each of these areas?

Sales: _____

Finding New Customers Offline: _____

Finding New Customers Online: _____

Staying Organized and Focused: _____

Creating or Using Systems/Technology: _____

Business Planning and Reporting: _____

Working With Your Team: _____

Making the Best Use of Your Time: _____

What is your goal for the NEXT 90 days on a scale of 1 (lowest) to 10 (highest) in each of these areas?

Sales: _____

Finding New Customers Offline: _____

Finding New Customers Online: _____

Staying Organized and Focused: _____

Creating or Using Systems/Technology: _____

Business Planning and Reporting: _____

Working With Your Team: _____

Making the Best Use of Your Time: _____



Which one of these areas is your key focus right now?

Sales	Finding New Customers Offline	Finding New Customers Online
Staying Organized	Using Technology	Business Planning and Reporting
Working With Team	Better Use of Time in Business	

Which area needs the most support/help (where do you have the most trouble)?

Sales	Finding New Customers Offline	Finding New Customers Online
Staying Organized	Using Technology	Business Planning and Reporting
Working With Team	Better Use of Time in Business	



SMART GOALS

- **Specific** – Describe what you want to accomplish with as much detail as possible.
- **Measurable** – Describe your goal in terms that can be clearly evaluated.
- **Accountable** – Who will be making sure that you are held to your goal?
- **Relevant** – Does this goal match your most important area of need right now?
- **Time-Bound** – When will this goal be complete?

AREA	GOAL AND ACTIONS
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<p>SALES</p>	<p><u>MY PRIMARY GOAL IN THIS AREA IS:</u></p> <p><u>MY GOAL IN THE NEXT 90 DAYS IN THIS AREA IS:</u></p> <p><u>WHAT I HAVE ALREADY ACCOMPLISHED IN THIS AREA:</u></p> <p><u>TO ACCOMPLISH THIS GOAL I MUST:</u></p>
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**FINDING NEW
CUSTOMERS**

MY PRIMARY GOAL IN THIS AREA IS:

MY GOAL IN THE NEXT 90 DAYS IN THIS AREA IS:

WHAT I HAVE ALREADY ACCOMPLISHED IN THIS AREA:

TO ACCOMPLISH THIS GOAL I MUST:



**STAYING
ORGANIZED**

MY PRIMARY GOAL IN THIS AREA IS:

MY GOAL IN THE NEXT 90 DAYS IN THIS AREA IS:

WHAT I HAVE ALREADY ACCOMPLISHED IN THIS AREA:

TO ACCOMPLISH THIS GOAL I MUST:



**USING
TECHNOLOGY**

MY PRIMARY GOAL IN THIS AREA IS:

MY GOAL IN THE NEXT 90 DAYS IN THIS AREA IS:

WHAT I HAVE ALREADY ACCOMPLISHED IN THIS AREA:

TO ACCOMPLISH THIS GOAL I MUST:



**WORKING WITH
TEAM**

MY PRIMARY GOAL IN THIS AREA IS:

MY GOAL IN THE NEXT 90 DAYS IN THIS AREA
IS:

WHAT I HAVE ALREADY ACCOMPLISHED IN THIS
AREA:

TO ACCOMPLISH THIS GOAL I MUST:



**SELF (TIME)-
MANAGEMENT**

MY PRIMARY GOAL IN THIS AREA IS:

MY GOAL IN THE NEXT 90 DAYS IN THIS AREA IS:

WHAT I HAVE ALREADY ACCOMPLISHED IN THIS AREA:

TO ACCOMPLISH THIS GOAL I MUST: