

The background features a white base with several decorative elements: a yellow zigzag line in the top-left corner, a large yellow circle with a white dot pattern in the top-right corner, a yellow zigzag line in the bottom-right corner, and a large yellow circle with a white dot pattern in the bottom-left corner. The text is centered in a bold, black, hand-drawn font.

SET EFFECTIVE GOALS


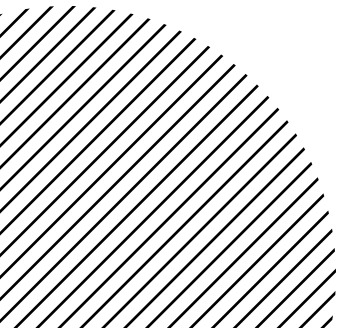


BRAINSTORM

Create a list of ideas you'd like to achieve in your business

- How Many New Clients
- How Many Meetings Planned
- How Many Social Media Posts
- How Many New Bookings

**IT'S GOING TO
BE AWESOME!**





PRIORITIZE

Narrow down your goals and decide which goals will be the most important for this week, month, quarter, or year of your business.

- Rank your top goals and have a reason why you chose them
- Rate your goals in order of importance

**IT'S GOING TO
BE AMAZING!**





ACTION PLAN



Come up with the steps you need to take in order to reach your goals. Some goals may only require a few steps, and some will have several, but be as specific as you can. Under each step, think about what tasks you need to complete in order to accomplish that step.






ACTION PLAN

- What are the steps you must take to accomplish your goal?
- What are your resources, in terms of people, money and materials, to help you accomplish each step?
- What should the deadline be for accomplishing each step?
- What will the outcome of accomplishing each step be?

**IT'S GOING TO
BE FANTASTIC!**




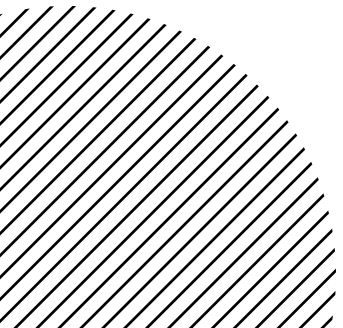



EVALUATE



Evaluation is crucial in figuring out whether your goals have been met.

Evaluation also allows you to re-visit your original goals to see if they still reflect the direction in which you want the business to move. If reaching the goals you originally set has proven challenging, evaluation is also a time to recognize any obstacles and revise the action plan as necessary.





**READY, SET,
GOAL!**

