



Have you put your goals for the year together yet? Are you putting it off because you perceive it as an overwhelming task? Well, here's a template to get you started:

## Goals 2009

### MISSION STATEMENT

In one sentence, what is the end result for you this year?

### SERVICE

List about 3 services will you provide this year (paid and volunteer).

### PRODUCTS

List about 3 tangible products will you create this year (if only reports or newsletters).

### EDUCATION

List about 3 classes, books, other forms of education you will complete this year.

### NEW CLIENTS

List 3 new companies or people you would like to help this year.

### WORKSHOPS

I would like to facilitate a workshop this year on:

### EXPANSION

Finish this sentence, "I will expand my business by increasing \_\_\_\_\_ (ie: the geographical area I cover, the number of people I work with regularly, the types of service/products I provide.)" Then list 3 specifics to that end.

### DAILY/WEEKLY ACTIVITIES

Create a general schedule for work time vs. family/self time (e.g.: M-F 9-3 work on computer; M-Th 6-9 work with clients; F 3p - Sun family time)

### PERSONAL

List briefly:

Church/Spiritual Involvement

Health Goals (nutrition, exercise)

Self Care/Indulgences (massages, spa)

Vacation with Spouse (yes, plan & set)

Vacation or Special Activity with Family

Legal issues (that need to be started or settled)

Home Improvement Goals

Keep it to **one page** that can be posted at your desk, kept in your wallet, etc. **Share** with at least 5 people so you can be held accountable.