

# **CREATING A PLAN OF ACTION**

## **SET YOUR GOALS**

Get a calendar. Go to the dollar store, download one online, draw one on paper or whatever works best for you. It is best to have a paper version for this exercise.

Write out your business goals here. Write down all of the ones you think you might actually want to accomplish along with a date you think you can accomplish that goal.

Make sure to write down every goal you want.  
(Use the back or another sheet of paper if you need more space. )

## **TALK TO YOUR MENTOR TO FINE TUNE YOUR GOALS**

Make sure that each your goals has a specific date and a measurable outcome. Then, go over your goals with your adult mentor to fine tune some of your goals.

## **PUT YOUR GOALS IN YOUR CALENDAR**

Place all of your goals in your calendar on the date you want to accomplish that goal.

## **CREATE AN ACTION PLAN**

Look back at the months leading up to each goal. What do you need to do in the months prior to that goal to make sure that goal is accomplished?

Sit down with your mentor and decide what steps need to be taken each month so that each goal will become a reality. Put specific actions each month and who you expect to accomplish those actions. Each sub-goal should be leading up to each big goal on your calendar. At the end of this section, you will have a ready to go action plan on how to grow your business.

Don't worry about the details on how you are going to do it just focus on big categories, like Customers. For instance, if you want 10 new customers in five months, you will simply put 2 new customers in each of the months leading up to that goal. We will figure out how to get those customers in other modules.

We are focused on what we want, not how we are going to get it!