

Putting Your Goals Into Action



Use this worksheet to break down your goals into actionable steps and establish milestones to ensure you are on track. Under Annual Goals record the goal for each of the three business areas. Next establish milestones, these are actions and achievements necessary to make progress toward goals. Lastly, break down any actions you foresee to accomplish this goal.

	Financial	Production	Networking
Annual Goals			
Quarterly Milestones			
Monthly Actions			