

A YEAR OF PLANNING TEMPLATES

MONTHLY PLANNING: MONTH_____

At the beginning of the year, and then at the beginning of each month, write in as many monthly goals as you can that come out of your yearly goals. Always refer back to your yearly goals each time you begin a month of planning.

For example, if you have a yearly goal that is "I will increase my gross sales by 30% over last year by Dec 31 by focusing on...", you will want to have a series of monthly goals that help you achieve that large yearly goal. For example, you may set a monthly goal for each of February, March, April, May, and November that is, "I will create 50% more inventory during each of my slower sales months than I did the previous year." You may set a goal for June, "I will develop a workshop based on my sales model and find 4 venues in which to deliver this workshop by November."

1. Do my monthly planning for this month, on the first Sunday/Monday			



A YEAR OF PLANNING TEMPLATES
