



My 3 Month Business Plan And Making it Happen!

INSTRUCTIONS: It can be hard to plan long term, but if we can be clear where we want to be in a year - and then work on actioning a simple plan in **3 month blocks**, it becomes easily achievable.

- Allow yourself 30 minutes of quiet time to consider these questions that help you bring your business vision into reality.
- Work through the questions in the order below.



Part I: Your One Year Goals

1. What do I want my business to look like 1 year from now?

For example think about clients, workshops, products, social media, business relationships, joint ventures, training, website, how your business is perceived, communications and perhaps even your work-life balance!



Part II: Your 3 Month Goals

2. What do you want to accomplish in your business over the next 3 months?

- **Revenue Goals** eg. How much money do you want to earn? How many clients do you want to have? Will you coach any groups? What about workshops or teleseminars? What products will you develop?
- **Marketing Goals** eg. What are the key messages you want people to know about you? How are you going to get the word out? What about networking? Running a free workshop to showcase you? How many new newsletter sign-ups or social media followers do you want? What new business relationships will you develop?

Write below how you want your business to be in 3 months' time, in the PRESENT tense. Get SPECIFIC.

Your Key 3 Month Business Goals:	What do you need to DO to achieve your goals?
1. _____ _____	• • •
2. _____ _____	• • •
3. _____ _____	• • •

3. What tools and resources do you need over the next 3 months to achieve your goals?

NOTE: Be sure you pick things you're actually going to use, or will use consistently.

1. _____ 2. _____ 3. _____



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Part III - One Month Action Planning

NOTE: Be sure your tasks are specific, achievable and that you're 100% committed to them.

Month _____ This Month's Focus _____

Week 1: The TOP 3 steps I will take within the next WEEK that move me closer to my goals are

	Action	Complete by Date	Delegate to / Support Needed	Complete
1.				
2.				
3.				

Week 2: The TOP 3 steps I will take WEEK ending _____ that move me closer to my goals:

	Action	Complete by Date	Delegate to / Support Needed	Complete
4.				
5.				
6.				

Week 3: The TOP 3 steps I will take WEEK ending _____ that move me closer to my goals:

	Action	Complete by Date	Delegate to / Support Needed	Complete
7.				
8.				
9.				

Week 4: The TOP 3 steps I will take WEEK ending _____ that move me closer to my goals:

	Action	Complete by Date	Delegate to / Support Needed	Complete
10.				
11.				
12.				

NOTE: Print 3 of this page, one for each month of the next quarter. Complete before each month starts.



Part IV - Wrapping up for Success:

My THEME for the next 3 months is: _____

To achieve my goals I need to BE someone who is: _____

Self-Sabotage - If I were to get in my own way I would: _____

What is the best advice I could give myself to be sure I achieve my 3 month goals?

Be More Productive! What action will I take to increase my productivity? Eg. delegate, say "no", try something new, ask for help, start a new habit etc. Write something specific you will do below:

BONUS: 5 Great Ideas to Build Your Business

1. Create a [Coaching Program](#) for your target market that meets a specific need. Then create a poster outlining the key highlights of your program and put it up everywhere your target market might see it, as well as emailing it to your contacts and sharing it on social media too!
2. Start writing a **regular newsletter** with articles & tips that help your target market solve their problems and achieve their goals. Include a sign-up form on your website so people can receive your wisdom straight to their inboxes - and be reminded of you each time!
3. **Survey your fans.** Ask them about their biggest problems - and what they would love from you. The "magic wand" question is a great way to wrap-up your survey before thanking them for their time - and asking them to sign up for your newsletter (if they haven't already). [Survey Monkey](#) is a great free tool for this.
4. Run a **free 45-60 minute coaching workshop**, somewhere your target market hangs out (in person). It could be a "brown bag lunch" for employees of a specific company, a store where your target market likes to shop, at a local conference, networking group or something else. [Collect Feedback](#) afterwards - and be sure to ask for contact details and permission to send them your newsletter!
5. Create a **great freebie to give away** that helps your target market solve their problems and achieve their goals. It could be used as a prize for answering your survey, a gift for newsletter sign-up, a giveaway at the back of the room when you run a workshop - or all three!