

Goal Setting Worksheet

Use this worksheet to really understand how the goal setting process works and before you know it, it will be second nature making decisions and you will be ticking those goals!

Intention

I will find support for the parts of my business that are overwhelming me so that I can focus on what I do best.

Goal

Keep pen and paper on my desk to make a list of all the things I do on a daily basis to make my business run.

Make sure I note when the task is overwhelming, or I feel the process is slow or I don't have the skills to complete it to a level I deem necessary.

Tasks

- Purchase notebook and pen.
- Track all tasks and take notes of what they do for my business and how I feel about them.
- Write myself a job description.
- Investigate virtual assistants - who, how and how much.
- Investigate book keeping software or apps.

Intention

Goal

Tasks

My Goals

"Don't let best get in the way of better"
- Nicole Balch

"Whether you think you can, or think you can't you're right."
- Henry Ford

"The way to get started is to quit talking and begin doing"
- Walt Disney

Intention

Goal

Tasks

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