

GrowthCLUB

BALANCE YOUR LIFE. GROW YOUR BUSINESS.

90 Day Planning Workbook



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Rearview Mirror

Your business's past performance... Did your business perform as well you wanted it to in the last 12 months?

It is very important to look in the rearview mirror before you plan for the future.

How did your business perform in the past 12 months? Where is your business right now? Is it where you expected it to be? Take a few moments to write an over-view of how you see your current business situation. How are the profits in the business? Is the team working effectively and productively together? How much time are you currently spending working in the job of the business rather than working ON the business & remember to put down your general feelings on how you think the business is doing at the moment...

Looking back...

What Goals/Milestones did you achieve in the last year?...

What difference has this made to you and your business...?

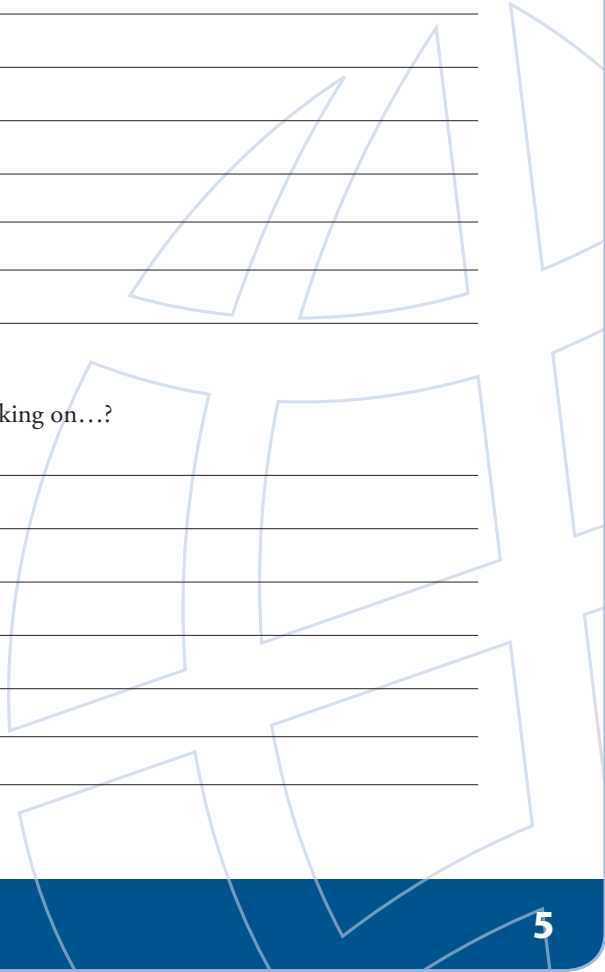


What didn't you achieve that you had intended to...?

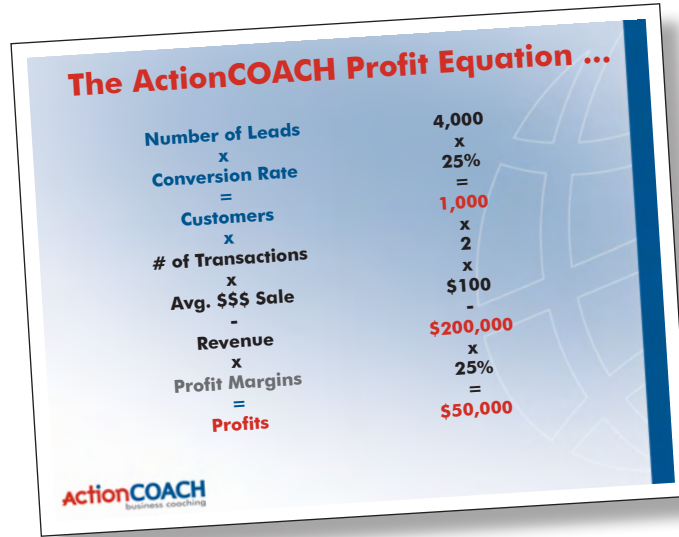
Why not? (Stay above the line, be honest)

What has been the impact to you and the business...?

What haven't you finished that you need to carry over or continue working on...?



Financial Achievements



How healthy were your finances in the last 12 months...?

Last Years Financials

Yearly

Monthly (/12)

(1) Total Sales Revenue

(2) Total COS/COGS/Variable Costs

(3) Gross Profit Value (1-2) & Percentage (3/1)

(4) Total Expenses/Overheads

(5) Net Profit (3-4)

This Years Projections

Yearly

Monthly (/12)

(6) Net Profit

(7) Total Expenses/Overheads

(8) Gross Profit Required (6+7)& Percentage

(9) Total COS/COGS/Variable Costs (10-8)

(10) Total Revenue (8 / GP Percentage)

Personal Achievements

What did you achieve personally in the last 12 months...? What areas weren't you satisfied with?

Health & Exercise

Family/Partner

Fun & Leisure

Wealth & Finances



Goal Setting



Notes

Long Term Goals

The best way to achieve your goals is to define your long term goals (5-10 years or more if you would prefer!) Then break it down into 3 year and 1 year goals. This means that after 1 year or 2 years you will know if you are on track to your 5 year goals. The drive to make your business a success often comes from the knowledge that with your business success comes the ability to achieve your personal goals...so be specific!

Tip! Write emotively and in the present tense. Example... I feel elated and humbled by just completing the Kokoda track, its Anzac day 2008.

5 -10 Year Goals

It is 20__ (5-10 years time) and my life looks and feels like...

Wealth:

Property/Home:

Family/Partner:

Possessions:

Business:

Travel/Holidays:

Charity/Donations/Community:

Other:



3 Year Goals

It is 20__ (3 years time) and I know I am on track to achieving my 5yr goals because...

Wealth:

Property/Home:

Family/Partner:

Possessions:



Business:

Travel/Holidays:

Charity/Donations/Community:

Other:



1 Year Goals

It is 20__ (1 year's time) and I am on track to achieving my 3 year goals because...

Wealth:

Property/Home:

Family/Partner:

Possessions:



Your Business Vision

Building a business is no different to building a house or other structure. The first and most critical element is laying a foundation to support the end result. This requires you to first have a clear and detailed image of how your business will look when it is finished or when it is achieving your vision. Your business is not finished its growth and development until your vision becomes reality. Of course your business vision and direction may change over time. It is vital to realise and understand that if and when it does you the owner must reassess the platform or foundations of the business. This will ensure a strong base to build on. Otherwise a building or structure that becomes too big for its foundations... eventually collapses.

My Vision...

My business is complete/finished when...

Six Steps to Massive Results



The following pages contain checklists for each of the six steps to massive results. These elements are the core or essential components to moving your business through the six steps. There will be other ideas, strategies and tasks that will need to be included for your business. Feel free to add these to your plans and talk them over with your coach.

Mastery Level ...



Money Mastery ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly MAD day)			
1.	I know on average, how much I make on each sale & record it (Margin)					
2.	I know how many Sales, Customers or Rands I need to make per day/week or month to Break Even					
3.	I have a Cash Flow Forecast for the Business (12 weeks min)					
4.	I generate Monthly Management Accounts (Profit & Loss) for the Business					
5.	I budget for Profit & have set daily/weekly/monthly Profit goals					
6.	I have a minimum of 5 strategies in place to increase my Gross Profit					
7.	I set time aside at the end of each month to review my Businesses performance					
8.	I have an annual marketing plan that is Budget driven					

Now take your top Tasks from the table above (not more than 3) and transfer them to the “Money Mastery - My top 3 Goals for the next 90 days are”...

Time Mastery ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)			
1.	I have audited my time for a week and understand where on the Time Target I am choosing to spend my efforts					
2.	I have a default diary and refer to it daily/weekly/monthly					
3.	The Business has a default diary that the team refer to daily/weekly/monthly					
4.	I have a regular time in which I plan the following week & prioritise my key activities					
5.	I work ON my Business for a minimum of 4 hours per week					
6.	I regularly review my low value/low enjoyment tasks and consistently strive to delegate/outsource them					
7.	I have time slots in my diary for my own health and enjoyment – understanding that Life Balance is important to the productivity of my Business					

Now take your top Tasks from the table above (not more than 3) and transfer them to the “Time Mastery - My top 3 Goals for the next 90 days are”...

Delivery Mastery ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)			
1.	The Business has defined Customer Service Levels that all Team members are aware of and are monitored against					
2.	There are documented flow charts/procedures in place to ensure every customers experience is the same					
3.	We regularly survey our customers to determine how we can better serve them					
4.	We have a script/process in place for greeting customers & answering the phone					
5.	We consistently brainstorm as a Team ways to exceed our customers expectations					
6.	The Business analyses it's mistakes and we take active steps to ensure the error can not occur again by upgrading our systems					

Now take your top Tasks from the table above (not more than 3) and transfer them to the “Delivery Mastery - My top 3 Goals for the next 90 days are”...

Niche Level ...



USP and Guarantee Niche ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)			
1.	The Business has a meaningful Guarantee in place that is published and used in all Sales communications					
2.	The Team knows what our USP (Unique Selling Point) is					
3.	Our Sales strategies reflect & promote this USP					

Now take your top Tasks from the table above (not more than 3) and transfer them to the “USP & Guarantee Niche - My top 3 Goals for the next 90 days are” ...

5 Ways Numbers Niche ...



	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)			
1.	I have identified my target market & market specifically to them					
2.	I actively work with 3 non-competing Strategic Alliances who target the same market as I do					
3.	I have a systemised referral strategy in place					
4.	Each month I use a minimum of 10 different ways to generate leads in the Businesses					
5.	The Team use sales scripts and processes that are documented					
6.	The Sales Team undertakes regular sales skills training					
7.	The Sales Team does regular training on our product/ services					
8.	The Sales Team is responsible for providing regular sales projections and is held accountable to deliver these					
9.	The Business has a database of clients & prospects and we contact them at least once every 90 days with offers & information					
10.	All our clients have been graded A,B,C or D					
11.	There are written strategies & procedures in place to move customers up the ladder of loyalty					
12.	The Sales Team have scripts & have been trained to Up-Sell or Cross-Sell					
13.	The Team know the target Average Sale and are accountable for delivering this					

Now take your top Tasks from the table above (not more than 3) and transfer them to the “5 Ways Numbers Niche - My top 3 Goals for the next 90 days are”...

Test and Measure Niche ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)			
1.	I know & record the number of Leads coming into the business, and where they come from					
2.	I know & record our conversion rate from Lead to Sale					
3.	I know & record the number of times a Client purchases from us a day/week/month/year					
4.	I know & record our Average Sale					
5.	I know & record our average Margin percentage rate					
6.	I know & record our Acquisition Cost per client & actively work to reduce this cost by assessing & reviewing Marketing strategies					
7.	I know which is my most profitable lead generation strategy & I focus my budget on this					

Now take your top Tasks from the table above (not more than 3) and transfer them to the “Test & Measure Niche - My top 3 Goals for the next 90 days are”...

Notes

Leverage Level ...



Systems Leverage ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)			
1.	The Business uses robust schedules for repetitive tasks					
2.	The Business has documented & charted all work flow processes					
3.	All key tasks & routines are documented in a procedures manual					
4.	I have a process to track & control all updated documentation					
5.	The Procedures Manual is updated regularly (at least every 90 days) – and there is a documented process to ensure this happens					

Now take your top Tasks from the table above (not more than 3) and transfer them to the “USP & Guarantee Niche - My top 3 Goals for the next 90 days are” ...

Technology Leverage ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)			
1.	I run a computer based program to track customer details for Sales & Marketing					
2.	I run a computer based system for stock control, invoicing & credit control					
3.	Regular off-site back-ups (minimum weekly) are taken – and these are verified at least quarterly for quality					
4.	All tasks that can possibly be automated have been, & the Team are responsible for delegating more tasks to automation as appropriate					
5.	I schedule regular maintenance on all key items of equipment					

Now take your top Tasks from the table above (not more than 3) and transfer them to the “Technology Leverage - My top 3 Goals for the next 90 days are”...

People Leverage ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)			
1.	The Team member understands what their roles & limitations are					
2.	Each role has been systemized and documented					
3.	Each Team member understands how their achievements will be measured, i.e. Via KPI's (Key Performance Indicators)					
4.	I have a system for ensuring people continuity & succession					
5.	I have a plan to carry out staff appraisals every 6 months					

Now take your top Tasks from the table above (not more than 3) and transfer them to the “People Leverage - My top 3 Goals for the next 90 days are”...

Team Level ...



6 Keys to a Winning Team ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)			
1.	There is a strong Leader in the Team other than myself					
2.	Our Culture has been identified, written down & shared with the Team					
3.	There is a clear and common goal that the Team are aiming for					
4.	I have developed, implemented & shared the companies "Rules of the Game"					
5.	Each member of the Team has their own 90 day goal plan					
6.	I hold regular Team meetings which result in accountable actions with measurable outcomes					
7.	All Team members have committed to play "Above the Line"					
8.	I have a system for encouraging open communication (WIFLE)					
9.	The Business has a system for rewarding performance					
10.	I have an up-to-date organizational chart					
11.	All Team members have a current Position Contract					

Leadership Team ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)			
1.	I have a strong & clear Vision that my Team understands					
2.	I consistently maintain and demonstrate the company Vision					
3.	I regularly review the individual & joint performance of my Team with them					
4.	I trust my Team and allow them the responsibility to make decisions (I support risk taking)					
5.	I have an organizational chart for what the Business will look likewhen it is finished and have shared this with the Team					

Now take your top Tasks from the table above (not more than 3) and transfer them to the “Leadership Team - My top 3 Goals for the next 90 days are”...

Recruitment Team ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)			
1.	I have implemented & customized the Action recruitment system to work in my Business & use it exclusively					
2.	I have a documented system for induction					
3.	I have a systemized training program for skills					
4.	I use behavioural style assessments for each Team member					
5.	I have “how-to” manuals for each position					

Now take your top Tasks from the table above (not more than 3) and transfer them to the “Recruitment Team - My top 3 Goals for the next 90 days are”...

Synergy Level ...



Knowledge and Synergy ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)			
1.	I don't have to be present in the Business every day					
2.	I have identified, appointed & groomed and general manager so that I can walk away from the Business and still get massive results					
3.	My Business has contingency staff planning. Staff are cross- trained in case of absence and to assist in the removal of king pins					

Now take your top Tasks from the table above (not more than 3) and transfer them to the “Knowledge & Synergy

- My top 3 Goals for the next 90 days are” ...

Results Level ...



Results ...

	TASK Description	YES or NO	Items I will work on in the next 90 days (one column per quarterly day)
1.	I have financial and personal independence		
2.	I am investing & growing assets outside my business		
3.	The Business is generating Passive Income		
4.	I am actively putting an exit strategy in place		
5.	I am giving back to charity		
6.	I am mentoring others		

Now take your top Tasks from the table above (not more than 3) and transfer them to the “Results - My top 3 Goals for the next 90 days are”...

90 Day Plan Templates



4 x 90 day plan templates and reviews for the next 12 months

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90 Day Plan Index

90 Day Plan no.1 33

Date:

90 Day Plan start date:

90 Day Plan no.2 53

Date:

90 Day Plan start date:

90 Day Plan no.3 73

Date:

90 Day Plan start date:

90 Day Plan no.4 93

Date:

90 Day Plan start date:

90 day Plan 1



Date:

90 day plan start date:

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NOTE: If you have just completed the “rear-view mirror for your last 12 months in business” section in this booklet then you do not need to complete the next 2 pages for this quarter.

Your Current Business Situation...

Where is your business right now? Take a few moments to write an over-view of how you see your current business situation. How are the profits in the business? Is the team working effectively and productively together? How much time are you currently spending working in the job of the business rather than working ON the business & remember to put down your general feelings on how you think the business is doing at the moment...

Looking back...

What Goals/Milestones did you achieve in the last quarter?...

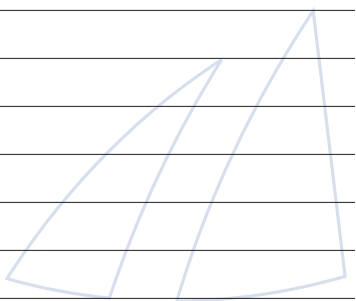
What difference has this made to you and your business...



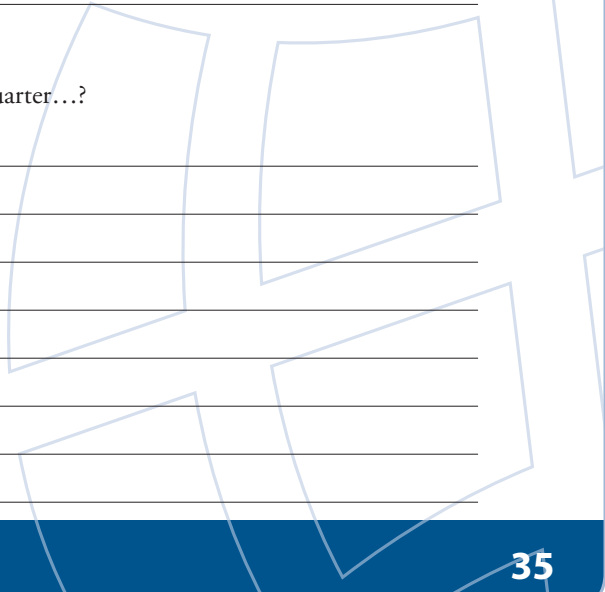
What didn't you achieve that you had intended to...

Why not? (Stay above the line, be honest)

What has been the impact to you and the business...



What do you need to carry over or continue working on in the next quarter...?



Personal Goals for these 90 days

Health & Exercise

Family/Partner

Fun & Leisure

Wealth & Finances

Learning & Development

Travel

Special & Other





My Top 15 Goals for the next 90 days ...

LAST STEP: Take your Priority 1 Goals from the individual Six Steps pages below and enter them here to give you a one page over view of the Goals you want to achieve in the next 90 days...once you have done this transfer your goals into your electronic template by your next coaching session.

	GOALS	Start Date	Planned Completion	Actual Completion	Who
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

_____ I commit to accomplish the above goals in the next 90 days.

(Signature)

Money Mastery...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Time Mastery...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Delivery Mastery...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

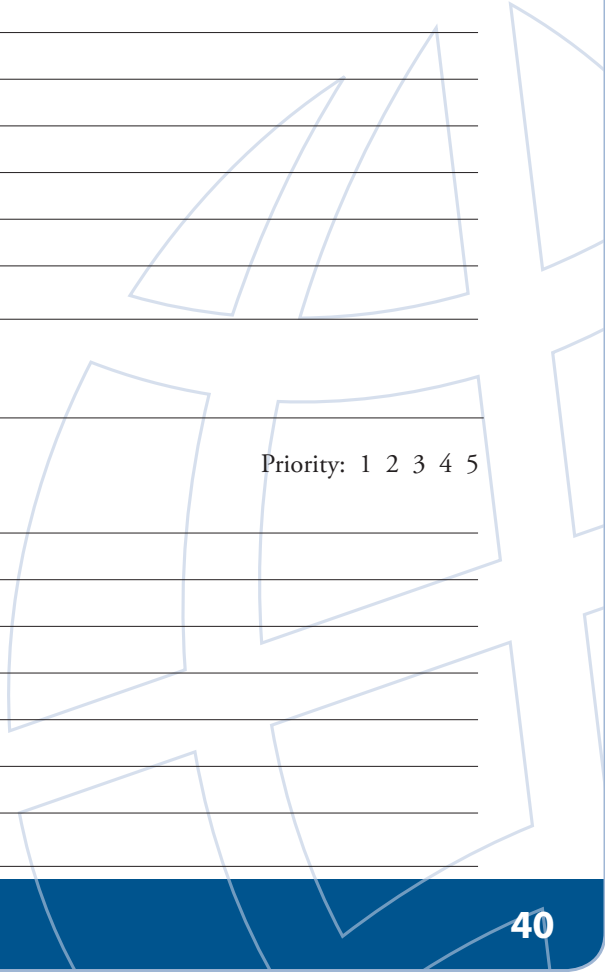
(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5



USP and Guarantee Niche ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

5 Ways Numbers Niche ...

(No. of Leads / Conversion Rate / No. of Transactions / Average Sale / Margin)

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Test and Measure Niche ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

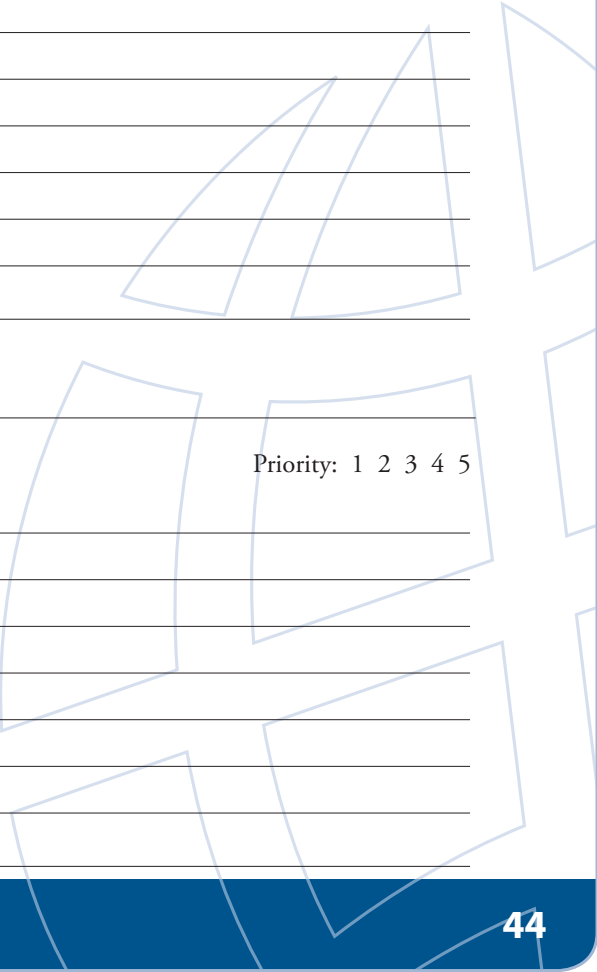
Systems Leverage ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5



Technology Leverage ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

People Leverage ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5

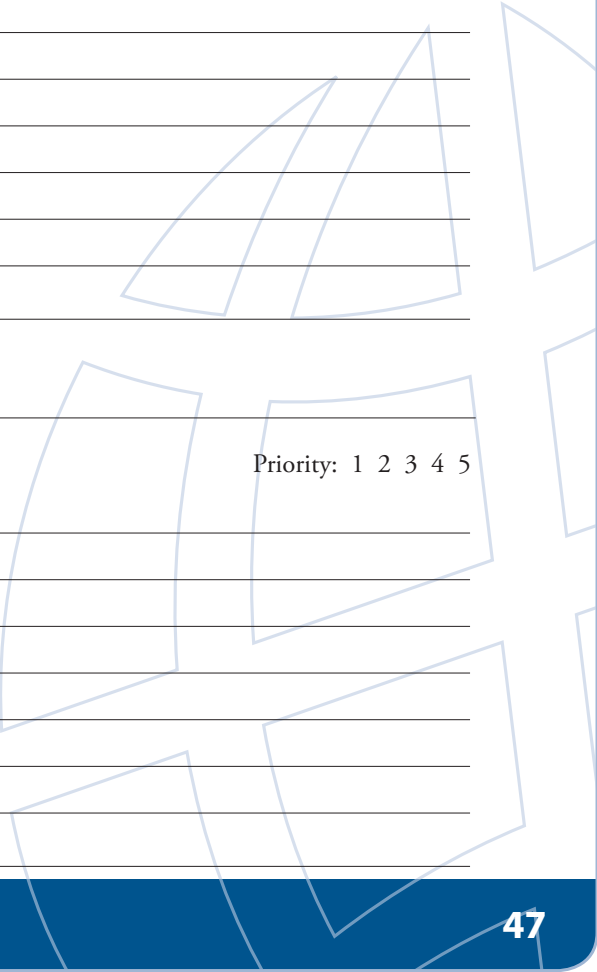
Six Keys to a Winning Team ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5



Leadership Team ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5

Recruitment Team ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Knowledge and Synergy ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

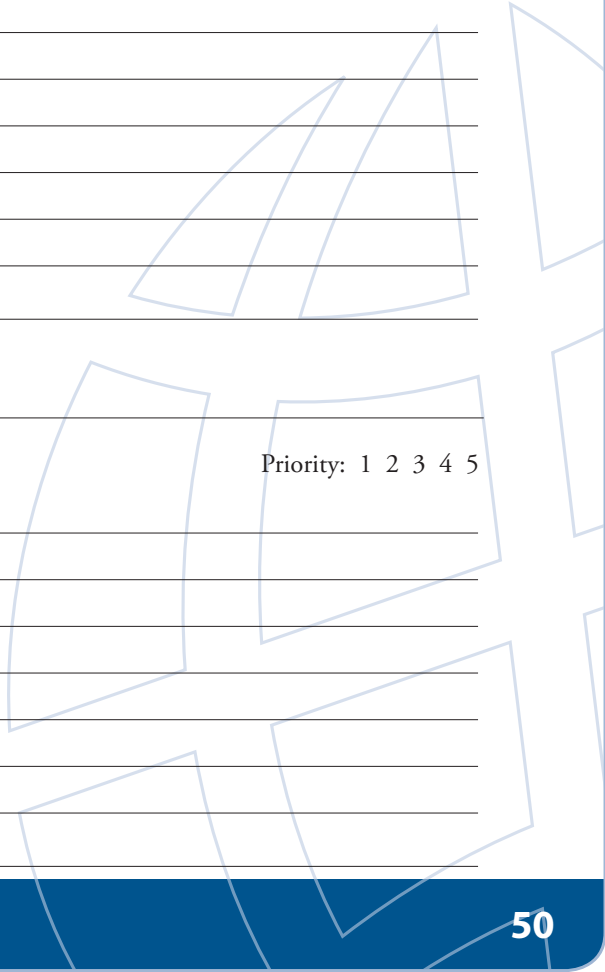
(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5



Results ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

90 day Plan 2



Date:

90 day plan start date:

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Your Current Business Situation...

Where is your business right now? Take a few moments to write an over-view of how you see your current business situation. How are the profits in the business? Is the team working effectively and productively together? How much time are you currently spending working in the job of the business rather than working ON the business & remember to put down your general feelings on how you think the business is doing at the moment...

Looking back...

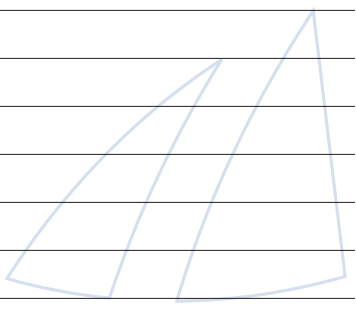
What Goals/Milestones did you achieve in the last quarter?...

What difference has this made to you and your business...

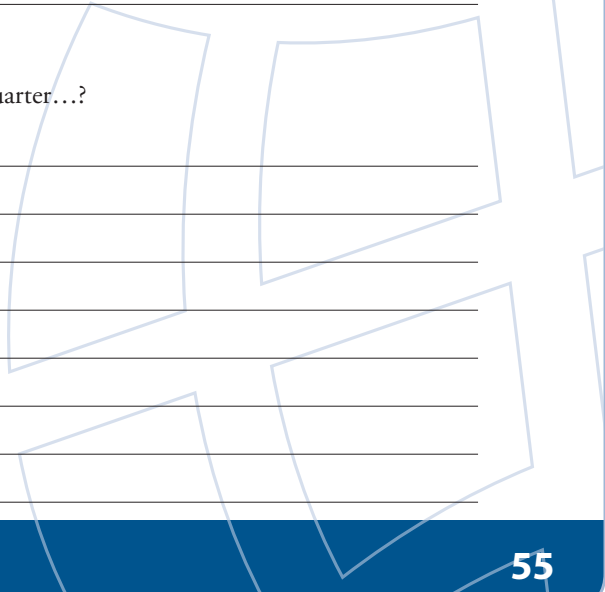
What didn't you achieve that you had intended to...

Why not? (Stay above the line, be honest)

What has been the impact to you and the business...

A collection of light blue geometric shapes, including triangles and quadrilaterals, scattered on the right side of the page.

What do you need to carry over or continue working on in the next quarter...?

A collection of light blue geometric shapes, including rectangles and trapezoids, scattered on the right side of the page.

Personal Goals for these 90 days

Health & Exercise

Family/Partner

Fun & Leisure

Wealth & Finances

Learning & Development

Travel

Special & Other





My Top 15 Goals for the next 90 days ...

LAST STEP: Take your Priority 1 Goals from the individual Six Steps pages below and enter them here to give you a one page over view of the Goals you want to achieve in the next 90 days...once you have done this transfer your goals into your electronic template by your next coaching session.

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2.					
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7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

_____ I commit to accomplish the above goals in the next 90 days.

(Signature)

Money Mastery...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5

Time Mastery...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Delivery Mastery...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

USP and Guarantee Niche ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5

5 Ways Numbers Niche ...

(No. of Leads / Conversion Rate / No. of Transactions / Average Sale / Margin)

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Test and Measure Niche ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

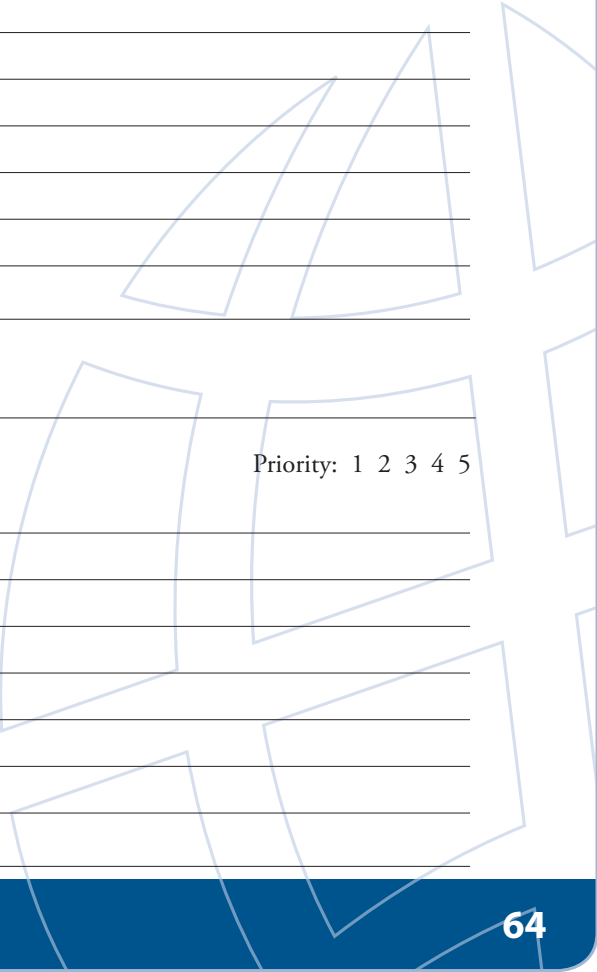
Systems Leverage ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5



Technology Leverage ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

People Leverage ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5

Six Keys to a Winning Team ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5

Leadership Team ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Recruitment Team ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Knowledge and Synergy ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

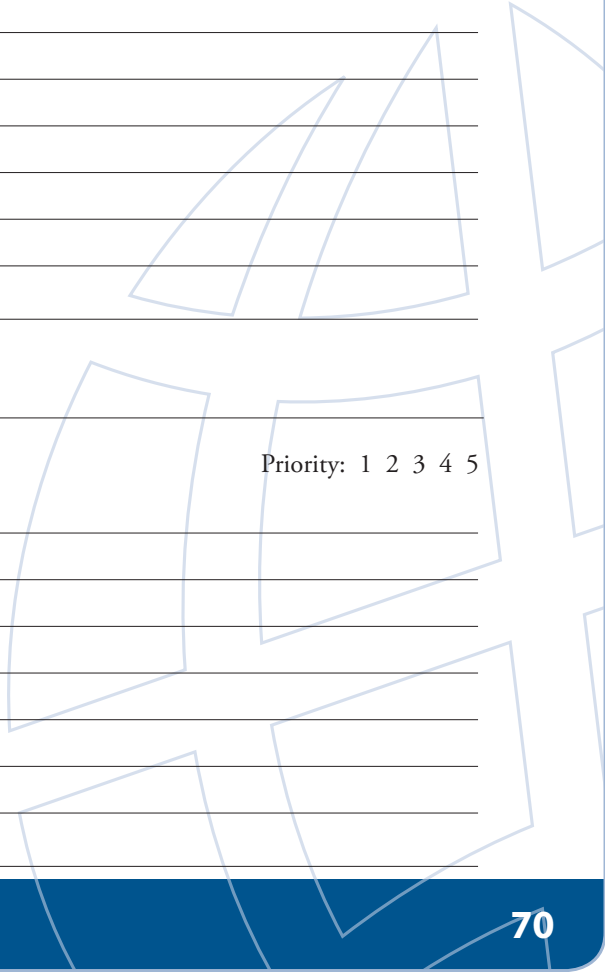
(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5



Results ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

90 day Plan 3



Date:

90 day plan start date:

ActionCOACH
business coaching

Your Current Business Situation...

Where is your business right now? Take a few moments to write an over-view of how you see your current business situation. How are the profits in the business? Is the team working effectively and productively together? How much time are you currently spending working in the job of the business rather than working ON the business & remember to put down your general feelings on how you think the business is doing at the moment...

Looking back...

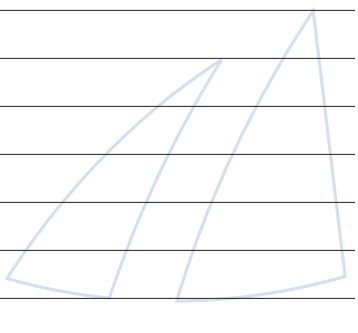
What Goals/Milestones did you achieve in the last quarter?...

What difference has this made to you and your business...

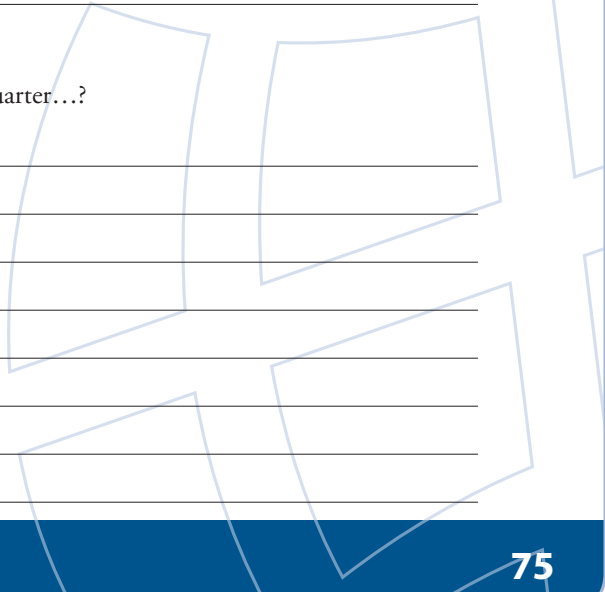
What didn't you achieve that you had intended to...

Why not? (Stay above the line, be honest)

What has been the impact to you and the business...

A collection of light blue geometric shapes, including triangles and quadrilaterals, scattered on the right side of the page.

What do you need to carry over or continue working on in the next quarter...?

A collection of light blue geometric shapes, including rectangles and trapezoids, scattered on the right side of the page.

Personal Goals for these 90 days

Health & Exercise

Family/Partner

Fun & Leisure

Wealth & Finances

Learning & Development

Travel

Special & Other





My Top 15 Goals for the next 90 days ...

LAST STEP: Take your Priority 1 Goals from the individual Six Steps pages below and enter them here to give you a one page over view of the Goals you want to achieve in the next 90 days...once you have done this transfer your goals into your electronic template by your next coaching session.

	GOALS	Start Date	Planned Completion	Actual Completion	Who
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

_____ I commit to accomplish the above goals in the next 90 days.

(Signature)

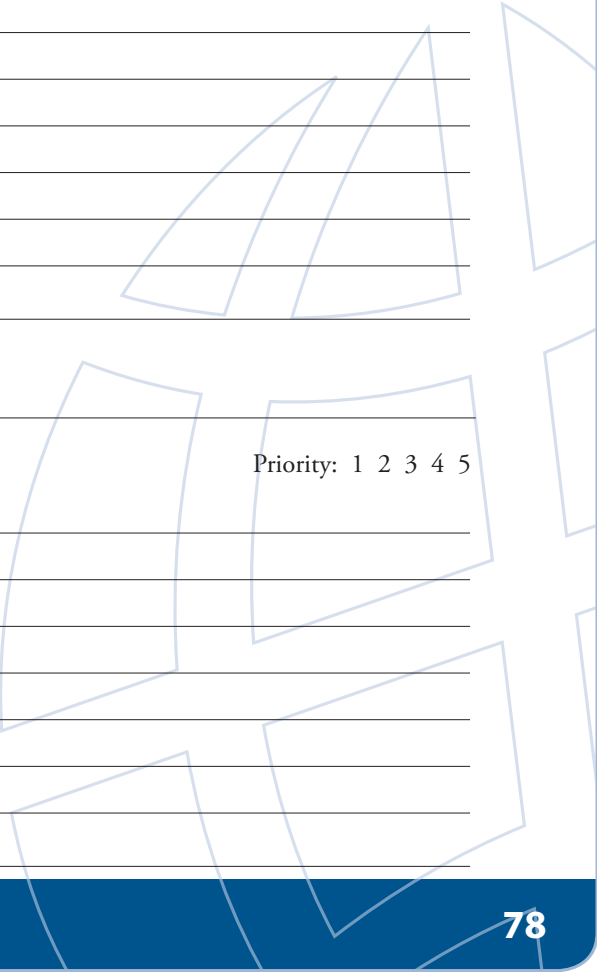
Money Mastery...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5



Time Mastery...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Delivery Mastery...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

USP and Guarantee Niche ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

5 Ways Numbers Niche ...

(No. of Leads / Conversion Rate / No. of Transactions / Average Sale / Margin)

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Test and Measure Niche ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

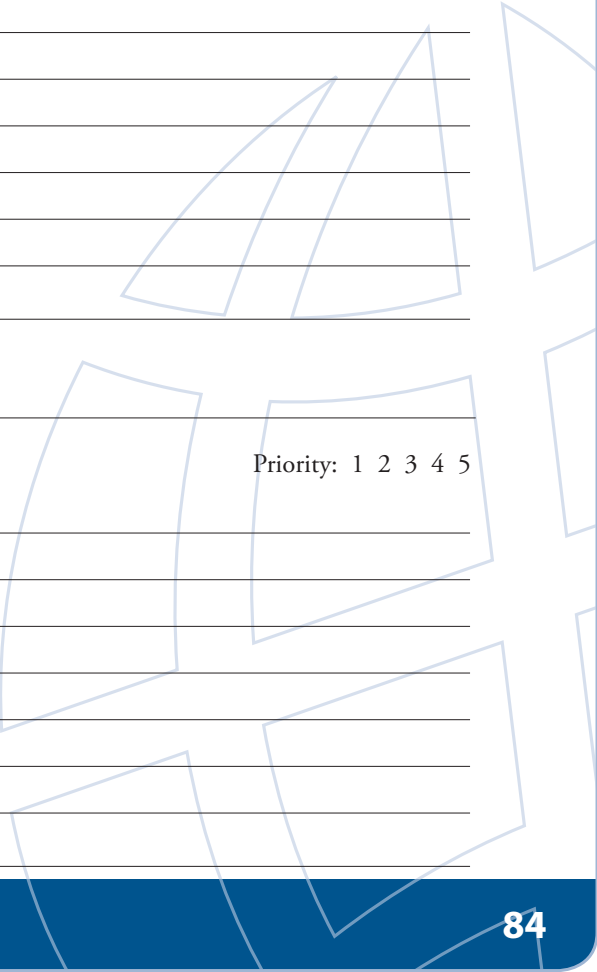
Systems Leverage ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5



Technology Leverage ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

People Leverage ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5

Six Keys to a Winning Team ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5

Leadership Team ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Recruitment Team ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Knowledge and Synergy ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Results ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

90 day Plan 4



Date:

90 day plan start date:

ActionCOACH
business coaching

Your Current Business Situation...

Where is your business right now? Take a few moments to write an over-view of how you see your current business situation. How are the profits in the business? Is the team working effectively and productively together? How much time are you currently spending working in the job of the business rather than working ON the business & remember to put down your general feelings on how you think the business is doing at the moment...

Looking back...

What Goals/Milestones did you achieve in the last quarter?...

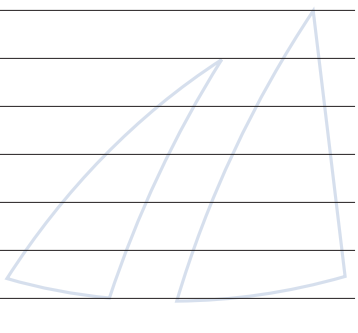
What difference has this made to you and your business...



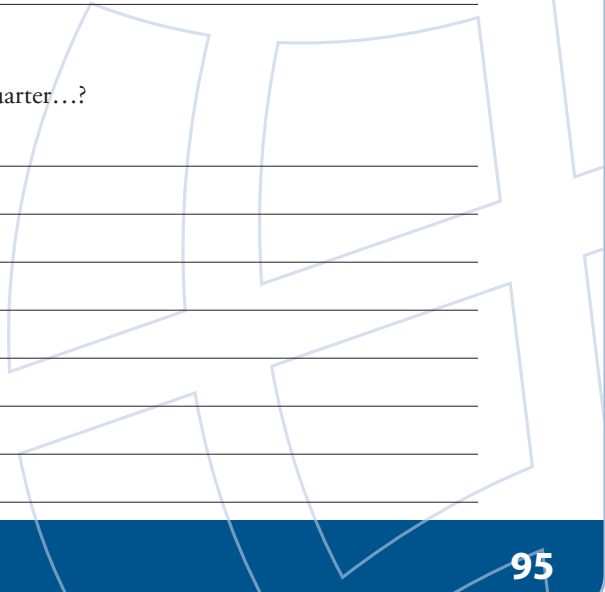
What didn't you achieve that you had intended to...

Why not? (Stay above the line, be honest)

What has been the impact to you and the business...

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What do you need to carry over or continue working on in the next quarter...?

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Health & Exercise

Family/Partner

Fun & Leisure

Wealth & Finances

Learning & Development

Travel

Special & Other





My Top 15 Goals for the next 90 days ...

LAST STEP: Take your Priority 1 Goals from the individual Six Steps pages below and enter them here to give you a one page over view of the Goals you want to achieve in the next 90 days...once you have done this transfer your goals into your electronic template by your next coaching session.

	GOALS	Start Date	Planned Completion	Actual Completion	Who
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

_____ I commit to accomplish the above goals in the next 90 days.

(Signature)

Money Mastery...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Time Mastery...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Delivery Mastery...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

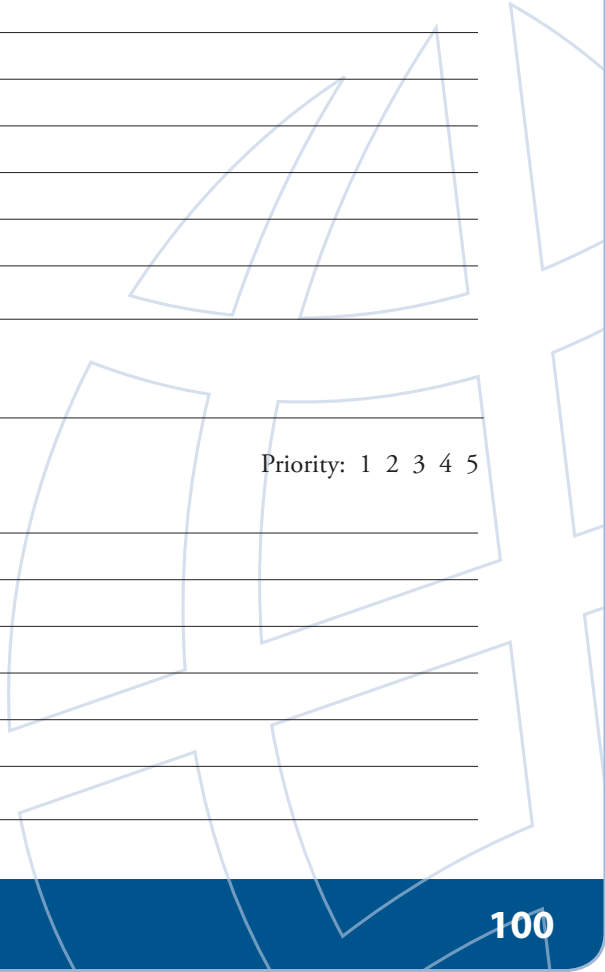
(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5



USP and Guarantee Niche ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

5 Ways Numbers Niche ...

(No. of Leads / Conversion Rate / No. of Transactions / Average Sale / Margin)

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Test and Measure Niche ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

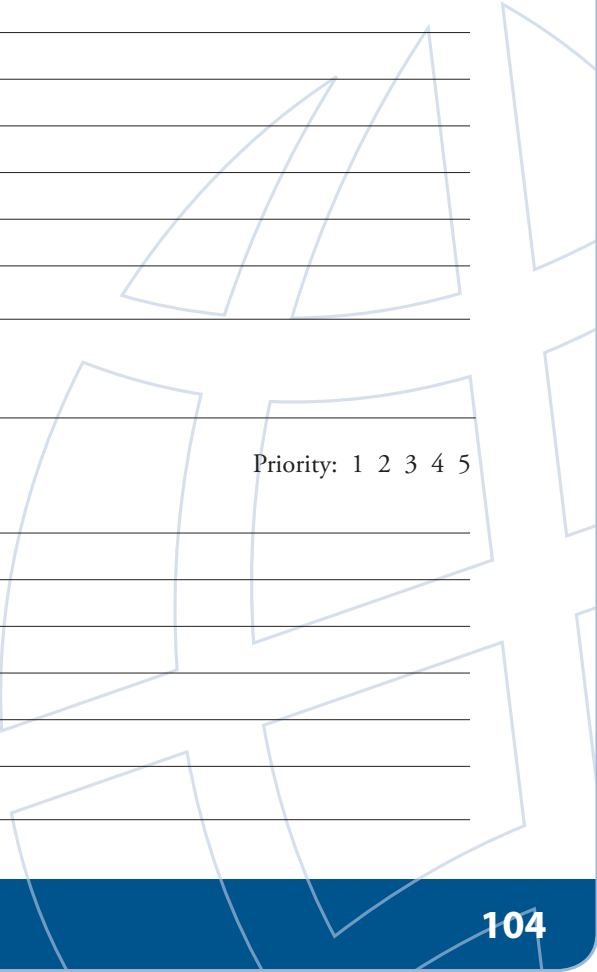
Systems Leverage ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5



Technology Leverage ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

People Leverage ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5

Six Keys to a Winning Team ...

My top 3 Goals for the next 90 days are:-

1. _____
(Actions required...) Priority: 1 2 3 4 5

2. _____
(Actions required...) Priority: 1 2 3 4 5

3. _____
(Actions required...) Priority: 1 2 3 4 5

Leadership Team ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Recruitment Team ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Knowledge and Synergy ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5

Results ...

My top 3 Goals for the next 90 days are:-

1. _____

(Actions required...)

Priority: 1 2 3 4 5

2. _____

(Actions required...)

Priority: 1 2 3 4 5

3. _____

(Actions required...)

Priority: 1 2 3 4 5



1. We Guarantee to get results, and that you'll be able to "Find our Fee" in your business within 17-weeks of ActionCOACH coaching your company ... or your coaching is FREE.

Our coaching programs have been tested and proven all over the world, so when you hire an ActionCOACH, you WILL get results, whether it is in terms of more time, a better team or more money. If you are making a good-faith effort and doing the required work assigned to you; you attend all coaching sessions, agreed-upon events and workshops and you complete all of your committed decisions and homework assignments on agreed-upon dates ... and you are STILL not satisfied or seeing results by the 17th week, we will coach you FREE until you do ... no questions asked!

2. We Guarantee to tell the truth about you and your business ... no matter how uncomfortable it may be, or how hard it is to share with you the realities of your business and the changes you need to make.

When you hire an ActionCOACH, you will have the "unreasonable friend" and personal business mentor you and your business need to succeed. You will be held accountable for everything you say you will do, and your business will get the push it needs so you can get the results you really want in your business.

3. We Guarantee you a "business re-education" that shows how your business really works and how to successfully grow your company ... as well as how to apply your new knowledge to any business situation.

Your ActionCOACH will guide you with proven systems and strategies designed to give you a "business re-education" that will allow you to profit in terms of more time, better team and more money. Not only will you be able to unlock the true growth potential of your company, you'll be in the "driver's seat" of your own business, equipped with a "map" and a "license" to take it and drive it wherever you want to go, with ActionCOACH by your side.

4. We Guarantee complete confidentiality ...

Our working relationship will involve a level of trust and understanding about the proprietary nature of our coaching strategies as well as the proprietary aspects of the numbers and nature of your business. Because of this, we guarantee a confidential business relationship with you.

5. We Guarantee a personalised approach to your business ...

You and your business are unique. Because you are relying on our experience in working with businesses of all kinds, you can be assured you will have a clear understanding of the nature of any program we recommend, and that your expectations will be properly managed as to anticipated outcomes and results.

6. We Guarantee a proven system and methodology that is designed to multiply profits in your business, with complete access to our proprietary system of coaching strategies, systems, programs and services ...

Not only will you be shown a number of systemized ways to successfully build your business, you will also have complete and exclusive access to more than 3,500 strategies and tactics that make up our entire proprietary business coaching system.

7. We Guarantee to show you how ActionCOACH defines business success, and how to build a commercial, profitable enterprise that works without you.

Even if you are an owner who loves working "in" your business every day, ActionCOACH will show you how to build a company you can work "on" whether you show up every day or not. Regardless of your ultimate goals, you will learn the strategies, systems and advantages of the ActionCOACH definition of a successful business.

GLOBAL HEADQUARTERS

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Ph: +52 818 335 8194
mex@actioncoach.com