



Planning Out 2020

Mapping out the first 6 Months

Now it's time to get your big dreams, opportunities, and special projects into your calendar. To start things out, you might want to get out a big dry-erase calendar and write out all your promotions there to visualize what you need to adjust or reprioritize.

Plan out the time on your calendar where you're going to focus on each thing.

Identify what "prep" actions you'll have to do to get to your main promotion and include them in the calendar as well. Keep in mind to launch anything BIG needs 3-6 month prep time.

| Month | Top Project | Prep Needed | Start & Due Date | Outcome Goal |
|----------|-------------|-------------|------------------|--------------|
| January | | | | |
| February | | | | |
| March | | | | |
| April | | | | |
| May | | | | |
| June | | | | |

Schedule it!

Put everything in your calendar NOW!

- Prep days
- Due dates

Identify your FOMO (fear of missing out) events - things you really want to do but might not be in your calendar yet.



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| Top Business Goals | Top Personal Goals |
|--------------------|--------------------|
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How can you think just a bit bigger on a few of these goals?

What is the one thing that will get in the way of all these goals this upcoming year?



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What is the worst-case scenario if that happens?

What is more important than your worst-case scenario? What's your why? Why is this so important?



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SMART Goals

Take your top business goals and turn them into SMART Goals for the year (Specific, Measurable, Attainable, Relevant and Timely). At least one needs to be personal & one about money.

1.

2.

3.

4.