

Goal Setting Template

Goal	Reality	Options	Will
Grow Your Business Revenue	Current revenue is \$250,000. Marketing efforts are inconsistent. Limited brand visibility.	Develop a comprehensive marketing plan. Invest in SEO and content marketing. Network with other entrepreneurs for partnerships. Offer new products or services.	Create and implement a marketing plan within three months. Allocate budget for SEO and content marketing starting next month. Schedule bi-weekly networking events. Launch new products/services in the next six months.
Improve Work-Life Balance	Currently working 60+ hours per week. Limited time for family activities. High stress levels impacting personal life.	Delegate more tasks to your team. Implement time management techniques. Schedule family activities and stick to them. Set boundaries for work hours.	Identify tasks to delegate within the next two weeks. Adopt a time management system (e.g., Pomodoro Technique) immediately. Plan and schedule weekly family activities. Set and enforce work hour boundaries starting next week.
Enhance Professional Skills	Limited time for professional development. Uncertain which skills will be most beneficial. Budget constraints for training and courses.	Research and identify key skills needed in your industry. Take advantage of free or low-cost online courses. Attend industry conferences and workshops. Schedule regular time for learning and development.	Complete research and identify key skills within a month. Enroll in at least one online course within the next two weeks. Plan to attend two industry conferences this year. Dedicate one hour per week to learning and development.
Spend Quality Time with Family	Work often spills over into weekends. Lack of planned activities. Difficulty disconnecting from work.	Plan weekend activities in advance. Set strict no-work boundaries during family time. Communicate your plans with your family to build excitement and commitment.	Plan and schedule weekend activities at the beginning of each week. Turn off work devices during family time. Involve family in planning to ensure everyone looks forward to the activities.
Prioritize Health and Fitness	Busy schedule makes it hard to find time for exercise. Inconsistent eating habits due to work demands. Lack of motivation for regular workouts.	Schedule workouts like any other important meeting. Plan and prep meals in advance. Find a workout buddy or join a fitness class for motivation.	Set specific workout times each week and stick to them. Prep meals every Sunday for the week ahead. Join a local gym or fitness class this month.

TRANSITION MAN