

Designing Your One Page Business Success Plan

Below are the key elements of your business, leadership and learning plan. This plan is designed to help you focus on the key actions you need to take to achieve your goals and take a leadership role within your organization.

Professional Skills

What skills do you want to improve?

Priority Management	Business Development	Organization
Scheduling/Planning	Service	Technology
Organization	Finance/Budgeting	Service Excellence
Sales	Marketing/Branding	Reporting

Why did you choose the ones you did?

Other

Personal Skills

What skills do you want to focus on?

Attitude	Influence	Leadership
Management	Organization	Presentations
Assertiveness	Negotiations	Speaking
Confidence	Dealing with People	Gaining Cooperation
Coaching/Mentoring	Social/Networking	Balance/Stress Mgmt

Why did you choose the ones you did?

Other

Ongoing Formal Education

What formal education would you be interested in sourcing and attending?
(post secondary, college, university, management programs, graduate programs etc..)

1. _____
2. _____
3. _____

Community

What are your plans to give back to the community?

What volunteer opportunities do you wish to pursue?

Daily Action

What do feel you need to do every day to achieve success?

What daily habits do you want to further develop?

What is one thing you could change about what you normally do, that would have the biggest impact on your success?

Your Vision - Planning Sheet

What You Want To Bring Into Existence?

As a leader, what specifically do you choose to accomplish in the next 3 months personally and professionally?

Your Vision should be in the **present tense** as if you are there in that moment, use **powerful** and descriptive language. Describe what you want to create, NOT, what you want to eliminate or avoid.

- Pick a date to work from.
- Use the present tense.

"It is Tuesday October 4, and I am..."

- Walk yourself through and describe your ideal perfect day.
- Be as specific as you can. Add life and vibrant descriptions.
- Include **Specific Business Results** you accomplished, **Skills** you are demonstrating, how you are **"Showing Up"** / Attitudes and how you are **feeling** in this moment of time.
- What is happening that is way above business-as-usual?
- What are you accomplishing and what impact are you having on others?
- What difference are you making in your organization?
- What new skills and habits have you built upon and are now demonstrating daily?
- Close your vision with: *"I choose to be seen as....."*

Please take time and think this out. Write it down. Please do not leave this as a vague longing.

As you work through this exercise please begin to identify 3 key goals of focus for your business, careers and life.

We will ask you to document each goal. These goals will be the foundation of our work together. Few people will be able to hold themselves accountable for success; that is the role of your coach.

Note:

The ability to reach goals by design, not circumstances, is a key part of this project.

Let's start:

What are your Values? What is important to you?

What are your Goals and Aspirations?

What adjustments can you make immediately in your life?

What is one thing you can change or adjust today that will make all the difference in this journey?

Remember:

"If you fail to plan, you can plan to fail."

Napoleon Hill, 'Think and Grow Rich'

Primary Personal/Professional Targets

First 30-90 days

Goal #1

Description: _____

How this goal will impact your performance:

Current reality:

Top 5 activities required:

1. _____
2. _____
3. _____
4. _____
5. _____

Resources required

How will it be measured?

Success factors

What help will be required?

Goal #2

Description: _____

How this goal will impact your performance:

Current reality:

Top 5 activities required:

1. _____
2. _____
3. _____
4. _____
5. _____

Resources required

How will it be measured?

Success factors

What help will be required?

Goal #3

Description: _____

How this goal will impact your performance:

Current reality:

Top 5 activities required:

1. _____
2. _____
3. _____
4. _____
5. _____

Resources required

How will it be measured?

Success factors

What help will be required?

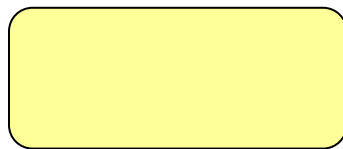
The One Page Design

Vision and BHAG statement(s)

List of Core Values

What is truly important to you on this journey

The Daily Affirmation



Goals 1-5 (The WHAT)

1. _____
2. _____
3. _____
4. _____
5. _____

Objective for each goal (The WHY)

1. _____
2. _____
3. _____
4. _____
5. _____

List of tactics for each goal (The HOW)

Steps to be taken, listed out action steps

Timelines and benchmark dates (The WHEN)

Champions (The WHO)