

WORK LIFE

First you want to set your big goal for the year. Let's say it's to double your income in 2018, you come up with four ways to make that goal happen and assign a goal for each quarter. This is your quarterly goal. In this example, it could be growing your email list, growing your social media, in person networking, and developing a digital product. Under each quarterly goal, you want to task out the actions you need to take to make that month's goal happen. For example, the first quarter list could look like the following.

Quarter 1 goal : Grow my email list.....

January goal: Develop a new opt-in.....

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February goal: Find out the best way to engage with my list.....

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March goal: Get a better open rate.....

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If you work for someone else, you can use your results from exercise one and your word of the year to set some goals to create a better work environment. Maybe you want to work towards a new promotion, start a new mentoring program, or create some better routines for productivity. This will help you task out your goals.

My main business goal this year is

Quarter 1 goal :

January goal:

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February goal:

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March goal:

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Quarter 2 goal :

April goal:

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May goal:

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June goal:

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Quarter 3 goal :

July goal:

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August goal:

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September goal:

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Quarter 4 goal :

October goal:

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November goal:

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December goal:

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