SDP COMMUNICATIONS
MAKING THE COMPLEX SIMPLE

Small Business Goal-Setting Worksheet

Turn your business priorities into achievable actions.

Clarify your direction

Business name:

_____

Planning period:

_____

My most important business priority:

_____

Why this matters to my business:

_____

Define a measurable goal

Specific result I want to achieve:

_____

How I will measure success:

_____

Target completion date:

_____

Create an action plan

Action step	Person responsible	Target date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Track progress

Resources or support I need:

_____

Potential obstacles and how I will respond:

_____

Date of next progress review:

_____

Tip: Choose a small number of meaningful goals and revisit progress at least monthly.