



Although we may not realize it, we set goals throughout each day. These types of daily goals include things like what time we start our day, what tasks need completing, where we need to go, things we need to buy, etc... The way we accomplish these goals may be haphazard, doing each thing as it comes to you, or specific, by looking at what needs to be done and when or how the best way is to do each item. To be most successful we need to use goal setting tools to help us focus our time and prioritize the importance of each task we need to accomplish.

The purpose of this monthly Goals Group for Coaches Exchange Members is to provide clarity and accountability with our business goals. If you are not currently working on a coaching business you are welcome to participate with your personal goals or other type of business.

Each month we will meet via telephone or skype to discuss our goals for the upcoming month as well as to review how our previous month went. Through peer support we will help keep each other accountable and we can help to make sure our goals are SMART (Specific, Measurable, Attainable, Realistic and Timely).

To prepare for each call, please complete (or review/revise) the following pages to help you define your direction. You are welcome to send these to me ahead of the calls or you can keep them to yourself and discuss the pieces you want on the calls. But remember, the accountability piece provided by our groups calls is a great benefit!



### 3 Year Business Goals

List five goals that define where you want your business to be three years from now.

1.

2.

3.

4.

5.

Remember, goals should be Specific, Measurable, Attainable, Realistic and Timely.



## 1 Year Business Goals

Based on your 3 year business goals, this list of 1 year goals should include items that must occur in order for you to be on track to reaching your 3 year goals.

1.

2.

3.

4.

5.



### 3 Month Goals

Long term goals are strategic while short term goals are generally more specific in nature. Review your 1 year goals and think about what needs to be accomplished in the next 3 months for you to be on track to reaching those 1 year goals. These should be very specific and define the actions that need to be taken now.

1.

2.

3.

4.

5.