



2019 GOAL SETTING & PLANNING

Free Workbook

Alchemist Library



GOALS

Goal Setting & Planning

Here's how you can use this planner

I created this goal setting and planner workbook this year when I came to the realization that I've used this method myself consistently over the last 5 years.

Its been incredibly handy! So, now I've branded it with the iGina touch and am making it available to YOU!

Let me know what you think!

"The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we hit it."

~ Michelangelo

2019

Goal Setting & Planning

What do you want to accomplish this year?

3 Year Business Vision:

12 Month Business Vision:

Business Stage:

- Level 1 - Validate Business Idea (5+ customers)
- Level 2 - Establish an Optimal Marketing, Sales, and Customer Satisfaction process
- Level 3 - Establish an effective Team, Operations, and Financial Control process
- Level 4 - Establish an effective Leadership Team and Leadership development process

Goal 1*:

Goal 2*:

Goal 3*:

Goal 4*:

*For Goals choose from Revenue, Marketing, Sales, Business Development, Personal Development, etc.

90 DAY PLAN OF ACTION QUARTER 1

Key Action 1:

Key Action 2:

Key Action 3:

Key Action 4:

Key Action 5:

"By failing to prepare, you are preparing to fail."
— Benjamin Franklin

90 DAY PLAN OF ACTION QUARTER 2

Key Action 1:

Key Action 2:

Key Action 3:

Key Action 4:

Key Action 5:

"Plans are of little importance, but planning is essential."
— Winston Churchill

90 DAY PLAN OF ACTION QUARTER 3

Key Action 1:

Key Action 2:

Key Action 3:

Key Action 4:

Key Action 5:

"Fail to plan, plan to fail."
— *Hillary Rodham Clinton*

90 DAY PLAN OF ACTION QUARTER 4

Key Action 1:

Key Action 2:

Key Action 3:

Key Action 4:

Key Action 5:

GRATS!

You've now done a full year of goal planning for your business.

Now, let's reflect

What are you most proud of in the last year?



02

FEBRUARY

MONTHLY PLANNER

MONTHLY FOCUS

Five horizontal rows of dashed lines for monthly focus notes, each row starting with a vertical line on the left.

DATES TO REMEMBER

Five horizontal rows of dashed lines for dates to remember.

Notes

ACTION LIST

Eleven horizontal rows of dashed lines for an action list, each row starting with a vertical line on the left.



03

MARCH

MONTHLY PLANNER

MONTHLY
FOCUS

Five horizontal rows of dashed lines for writing, each row starting with a vertical line on the left side.

DATES TO
REMEMBER

Five horizontal rows of dashed lines for writing, each row starting with a vertical line on the left side.

Notes

ACTION LIST

Eleven horizontal rows of dashed lines for writing, each row starting with a vertical line on the left side.



04

APRIL

MONTHLY PLANNER

MONTHLY
FOCUS

Five horizontal rows of dashed lines for writing, each row starting with a vertical line on the left side.

DATES TO
REMEMBER

Five horizontal rows of dashed lines for writing, each row starting with a vertical line on the left side.

Notes

ACTION LIST

Eleven horizontal rows of dashed lines for writing, each row starting with a vertical line on the left side.

05

MAY

MONTHLY PLANNER

MONTHLY
FOCUS

Five horizontal rows of dashed lines for writing, each row starting with a vertical line on the left.

DATES TO
REMEMBER

Five horizontal rows of dashed lines for writing, each row starting with a vertical line on the left.

Notes

ACTION LIST

Eleven horizontal rows of dashed lines for writing, each row starting with a vertical line on the left.



06

JUNE

MONTHLY PLANNER

MONTHLY
FOCUS

Five horizontal rows of dashed lines for writing, each row starting with a vertical line on the left side.

DATES TO
REMEMBER

Five horizontal rows of dashed lines for writing, each row starting with a vertical line on the left side.

Notes

ACTION LIST

Eleven horizontal rows of dashed lines for writing, each row starting with a vertical line on the left side.



07

JULY

MONTHLY PLANNER

MONTHLY
FOCUS

Five horizontal rows of dashed lines for writing, each row starting with a vertical line on the left side.

DATES TO
REMEMBER

Five horizontal rows of dashed lines for writing, each row starting with a vertical line on the left side.

Notes

ACTION LIST

Eleven horizontal rows of dashed lines for writing, each row starting with a vertical line on the left side.



08

AUGUST

MONTHLY PLANNER

MONTHLY FOCUS

Five horizontal rows of dashed lines for writing, each preceded by a vertical line on the left side.

DATES TO REMEMBER

Five horizontal rows of dashed lines for writing dates.

Notes

ACTION LIST

Eleven horizontal rows of dashed lines for writing an action list, each preceded by a vertical line on the left side.



09

SEPTEMBER

MONTHLY PLANNER

MONTHLY FOCUS

Five horizontal rows for monthly focus, each with a vertical line on the left and a dashed line on the right.

DATES TO REMEMBER

Five horizontal rows for dates to remember, each with a dashed line on the left and a dashed line on the right.

Notes

ACTION LIST

Eleven horizontal rows for an action list, each with a vertical line on the left and a dashed line on the right.



12

DECEMBER

MONTHLY PLANNER

MONTHLY FOCUS

Five horizontal rows of dashed lines for writing, each preceded by a vertical line on the left side.

DATES TO REMEMBER

Five horizontal rows of dashed lines for writing, each preceded by a vertical line on the left side.

Notes

ACTION LIST

Eleven horizontal rows of dashed lines for writing, each preceded by a vertical line on the left side.