

THE SIMPLEST BUSINESS PLAN EVER

GOAL	I NEED TO (ACTIONS)
Increase Sales 10%	publish an e-book make regular contact with existing clients introduce a new service
Upgrade My IT System	determine my requirements for the next 2 years understand the technologies my customers are using review what is available to best meet my needs then get some independent advice
Improve my Financial Management	better understand cash flow prepare an annual budget regularly invoice my customers
Nothing Else Matters	

Planning Period is 90 days.

For each Action prepare a list of Tasks then combine all Tasks into a Monthly Schedule.

To Keep Track of Progress the Plan is pasted on the wall and Schedule of Tasks reviewed daily.