

## Implementation Worksheet™

### Planning Assignment #1

The following Implementation Worksheet will help you to brainstorm and evaluate swift changes you need to make in your business in order to properly set your business goals for the next 90 days.

Make sure you complete it and be prepared to discuss it during our first Mastermind session.

**NOTE:** If you feel you don't have answers to some of the questions, it's okay, just move on to the next.

**What are your sales goals for the next 90-Days?**

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**What would it take to generate the above sales goals?**

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**What are 3 more business goals that you would like to see accomplished within the next 90-Days:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**How are you currently marketing your business?**

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*Implementation Worksheet Continued:*

**Are you clear on your target customer/client?**  Yes  No

**If no, what do you feel you need to do to get better clarity?**

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**List your top 3 core products/services and price of each?**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**What are the core tasks that should be happening in your business?**

**Daily**

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**Weekly**

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**Monthly**

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Implementation Worksheet Continued:

**Check the following systems that you have actively in place:**

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|---|--|--|
| <input type="checkbox"/> Calendar/Planner System                    | <input type="checkbox"/> Power Team            | <input type="checkbox"/> Auto Responder System     |
| <input type="checkbox"/> Accountability System                      | <input type="checkbox"/> Virtual Assistant     | <input type="checkbox"/> Email Marketing System    |
| <input type="checkbox"/> CRM System<br>(Customer Relations Manager) | <input type="checkbox"/> Daily Operations Plan | <input type="checkbox"/> Goal Setting System       |
|   | <input type="checkbox"/> Workflow System       | <input type="checkbox"/> Strategic Planning System |

**What measurement system do you currently use to hold yourself accountable?**

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**List 5 things you should be doing as CEO of your company?**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_