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| **Business Name:** | **Your business name here** | **Action Plan for quarter-end:** | **mmm to mmm 20xx** |

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| --- | --- | --- | --- | --- | --- | --- |
| Quarterly Goal | Business/  Personal | SMART Objective(s)\*  (Specific, Measurable, Achievable, Relevant and Time-bound) | Action steps to take | Person Responsible | Due Date | Status |
| Generate $x of new business revenue | Business | Attend 2 networking events | * Attend event ABC | Name | 31/07/2022 | Completed |
| * Attend event DEF | Name | 30/09/2022 | In progress |
| 1. |  |  |  |  |  |  |
|  |  |  |  |  |
| 2. |  |  |  |  |  |  |
|  |  |  |  |  |
| 3. |  |  |  |  |  |  |
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| 4. |  |  |  |  |  |  |
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| My reward for achieving all my goals will be… |
|  |

Do you need help creating a tailored business plan that aligns with your vision and gives you clarity on the direction of your business?

[Book](https://calendly.com/voltaconsulting/free_20_min_chat) a free 20-minute Zoom chat to discuss your options.

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