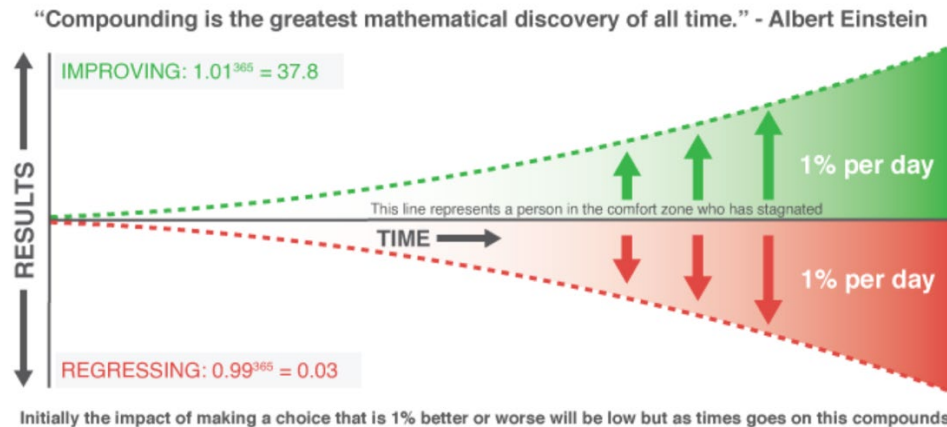


## Building Better Habits Worksheet

Use this worksheet to identify the small changes you can make in your business to implement the three essential tools and achieve business success.



**Your Plan** | With the power of 1% in mind, choose an area of the business you'd like to consciously improve daily.

1. Define a goal around the long-term improvement you're seeking. *E.g. improve sales by 40% within 12 months.*

2. What is your starting point? *E.g. sales currently \$1000 per day*

3. What is your end point? *E.g. sales of \$1400 per day*

4. What actions or new habits will help you reach your goal? *E.g. sales training, refine products/service offering, review sales process, develop sales systems, etc*

**Your Forecast** | Your forecast will provide valuable information to enable better decision making.

1. What information or insight will your Forecast provide to help you achieve your goal? *E.g. forecast sales for the year*

2. Do you have a current Forecast?

**Ongoing Report and Accountability** | Regularly reporting on your results, tracking progress, and having someone independent provide accountability helps to ensure you complete the actions required to make cumulative improvements.

1. How will you monitor your results to ensure you're on track? *E.g. what software will you use, how often will you report your results, etc*

2. Who will hold you accountable to completing your actions and achieving your goals?

## Next Steps

1. What support or accountability do you need to improve by 1% and achieve your goal?

2. Is there any other support you need for your business? *E.g. complimentary meeting (if you haven't had one with us in the last six months)*