

PLANNING WORKSHEET

1. What is the current situation/recent results?
2. What is my desired situation/goal?
3. What actions do I need to take to achieve my goal?
4. What results will I report next month?

Focus Area	
Description:	
Current Situation/Recent Results:	
Desired Situation/Goal:	
Action:	Action:
Action:	Action:
Results I Will Report Next Month:	

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