BUSINESS GOALS WORKSHEET

# What does your client hope to accomplish with their business?

This worksheet offers an accountability tool for you and your client. Before the first session, have the client list the goals that they have for their business enterprise.

Through your input they can turn each goal into a set of Action Items that can be used to complete the goal. Advise them to fill out the form in pencil as it may undergo a lot of changes by the time your coaching sessions are completed.

The client should make a copy after they have listed their goals and send one back to you for your review prior to the first session.

Here is a sample worksheet for you to look at as an example of what your actual form may look like.

# Business Goals Worksheet sample

The form can be as long or as short as you like depending on the number of sessions you will potentially complete with the client.

The notes section is for the client to write their thoughts on the process after each goal is completed.

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| Your Company Name |
| Your Website |
| Your E-mail |

Place your logo here and remove this box

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| ***Client Name:*** |  |

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| **Session Number** | **Desired Goal** | **Action Steps** | **Due Date** | **Actual Completion Date** | **Notes** |
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***Guidelines:***

Fill out the Desired Goal column before your first session. One goal per line please.

The Notes column is for your thoughts upon completion of your action steps for that goal.

Return a copy to me listing your goals before the first coaching session.