



PORTABLECEO
SERVING YOU WHILE YOU SERVE OTHERS

Business Coaching GOALS Sheet

Name: _____

Date: _____

Identify *up to 3* key areas that you want to focus on during our coaching relationship. The goals should be challenging (so you remain interested) and achievable. To help you, try answering the question:

"How *specifically* would you like your business to be different after the coaching?"

For each focus area write a simple heading and try to describe a 'measurable' result – how you will know you have succeeded or are on track. For example:

Heading: BE MORE PRODUCTIVE (other ideas include increased sales, reduced product returns)
Measurable Results: I have a system to follow up on calls and emails, I'm on time (or early) for my business meetings, I get 90% of my tasks accomplished, I complete project x.

1.

Measurable Result:

2.

Measurable Result:

3.

Measurable Result:



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Secondary Goals

These secondary goals are included to give you additional value from coaching.

Notes for setting Secondary Goals:

1. These goals are a secondary focus of the coaching. They are usually small things that may have been 'niggling' at you for some time and will be things you work on by yourself during the coaching period. It may be a good opportunity to rid yourself of mental and physical clutter (at home or at work/in business), work on your health and fitness, review your friendships, take up a sport or past-time or work towards better work-life balance.
2. These goals must be distinct from the primary goals.
3. You must be able to state the goal in one sentence.
4. The goals need to be specific, and measurable in some way - with the measure as part of the goal.

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

Goal 6:



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Goal 7:



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