

90 DAY ROADMAP

GROWTH PLAN FOR BUSINESS

Get clear

It's so great that you've taken action to gain clarity on your vision for the future! This is the first step in turning your ideas and dreams for your business into reality.

The next step is to set SMART goals and this roadmap will help you achieve this. This tool can also be used with your teams, with a WHO column to mark out who's responsible for the task. If not, use it if you know you'll need to delegate the task to someone else.

Best practice is to be very specific and detailed on the action. Avoid being vague as this could slow down progress.

Example of a SMART goal + actions

SMART GOAL NO. 1: <i>Reduce turnaround time of client work by 3 days - 30/09/2021</i>			
Action	Who (if relevant)	Due by	Priority
<i>Example: Implement a budget for each client – and note ways to improve the processing on the job</i>	<i>Office manager</i>	<i>12/07/2021</i>	<i>High</i>

90 DAY PLAN

SMART GOAL NO. 1:			
Action	Who (if relevant)	Due by	Priority

SMART GOAL NO. 2:			
Action	Who (if relevant)	Due by	Priority

SMART GOAL NO. 3:			
Action	Who (if relevant)	Due by	Priority