

How to complete your *SIMPLE, One-Page Business Plan*

1. Save this document to your computer
2. Re-open the document
3. Type directly into the template, save, and print your *SIMPLE, One-Page Business Plan!*

How to Use the Template

The answers to the questions should all fit on one page.

Once you complete it, print it out and review it daily for the first 90 days. Hang it up where you will see it daily. After the first 90 days, you should review it weekly.

Notes

Your strategies and actions can become more detailed as you make progress in these areas. When you feel like your business is slowing down or you're struggling, come back to your *Simple, One-Page Business Plan*. Review it. Get reset. Then move forward again.

Your goals can be longer term – for a quarter, 6 months, or even a year. Just make sure you break them down into clear, specific weekly actions.

Investing the time today in your *Simple, One-Page Business Plan* will save you time, frustration, and pain in the future. It will significantly increase your chances of success of actually achieving your goals and growing your business.

Here we go – it's time to complete your *Simple, One-Page Business Plan!*

The SIMPLE, One-Page Business Plan™ Template

Use the sample questions to complete each section with simple phrases or sentences.

Business Name

End

When you know what the future should look like, then you can work every day toward fulfilling that vision.

What will you do?

What will you become?

What is the core purpose of your business?

What does your successful business look like?

What do you sell?

What service do you provide?

Why is your business necessary and important?

How is your business unique?

Who will purchase it?

How many clients or customers will you have?

What will your annual net income be?

How will your organization, services, and products help people?

How will you generate income?

What will you need to get started?

Action

What clear, specific, repeatable actions will you perform to reach your goals?

How will customers hear about your business?

How often will you communicate - with your team, with your clients, and with customers?

What 2-3 areas of personal and professional growth will you invest in this year?

What actions do I need to perform daily/weekly/monthly/quarterly to grow my business?

Change

Identify the improvements that are needed to reach your goals. These changes are not ongoing disciplines like in the Action section. Instead they are one-time projects and improvements that, when completed, enhance the way you do business.

What improvements need to be made?

What can be done better?

What must be different?

Review

Set a day & time to review it every week.

The SIMPLE, One-Page Business Plan™

Section Questions

Notes for My Business Plan

