

2024



MAKE IT HAPPEN!

*3-Month Business
Action Planner!*

UBUNTUTM
Business



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3-Month Business Action Planner!

Dear Entrepreneur,

This action planner has been designed to help you consider your VISION for the year ahead, and to plan your year in quarters. This means choosing 3 key GOALS to focus on each Quarter and then choosing 4 key ACTIONS to focus on each WEEK and your #1 top priority each DAY, that will lead you towards achieving your goals.

Action planning will help you clarify your goals and objectives and to determine the best way to achieve them. This will improve decision-making and help you stay focused and on track. Effective planning will help you to identify and manage risks, which is crucial for the success of any business. It will further assist in allocating resources such as time, money, and labour, more efficiently, which can improve the efficiency and productivity of your business.

How to Get the Most out of this Action Planner

Start by reflecting on your current situation and how you feel about each aspect of your life, then define your vision for the year ahead based on what you want to achieve and how you want to develop yourself personally and professionally. Once you have a clear vision, decide exactly what you will need to do to make it a reality - these are your top goals.

Be open to new experiences and seek out opportunities that will help you learn and grow. Identify people whose help and cooperation you will require to achieve your goals. This might include family, friends, colleagues, coaches and mentors, or other individuals who can provide support, advice, and assistance. By involving others in your goal setting and planning process, you can tap into their knowledge and expertise, and you can also build a network of support that can help you to stay motivated and accountable.

Make a list of everything you will have to do to achieve your goals. This will include specific tasks, activities, and milestones that you need to complete to reach your goals. By breaking down your goals into a series of smaller, actionable steps, you can create a clear plan for achieving them and track your progress along the way.

Organize your list into a plan with a series of tasks that you will need to complete to achieve your goals. This might involve creating a timeline, a schedule, or a set of checkpoints which you can use to measure your progress and stay on track. By organizing your plan, you can ensure that you are making consistent progress towards your goals, and you can also identify any potential roadblocks or challenges that you might need to overcome.

Select your number one, most important task for each day. This might be the task that will have the biggest impact on your progress towards your goals, or the task that is most urgent or pressing. By focusing on your top priority each day, you can ensure that you are making consistent progress towards your goals, and you can also avoid getting tied down by less important tasks or distractions.

Practice visualization, using your imagination to see yourself achieving your goals and it is a powerful tool for achieving success. By regularly visualizing the outcome of achieving your goals, you can create a sense of focus and motivation and you can also develop a greater belief in your ability to achieve them. Visualization can also help you to overcome self-doubt, fear or other obstacles that might prevent you from reaching your goals.



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Life Check - #situationrightnow

How do I feel about each aspect of my life?

Emotional and spiritual:

Health and wellness:

Family and friends:

Personal development and education:

Rewards and celebrations:

Personal finances:

Current Income	Current Expense	Total Savings
Total Assets	Total Liabilities	Equity



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The Year in Review - 2023

How did it go?

What were my biggest achievements last year?

What challenges did I overcome?

What major lessons did I learn?

What am I most grateful for?

What did I do for others?

What did I not manage to accomplish?

What was holding me back from achieving what I set out to do?



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The Year Ahead - 2024

What am I trying to achieve this year?

What are my biggest goals for the year ahead?

What challenges will I need to overcome?

How will I overcome these challenges?

What new behaviours and or habits do I need to develop to achieve my goals?

What do I want to achieve in each aspect of my life?

Emotional and spiritual: _____

Health and wellness: _____

Family, friends, and community: _____

Personal development and education: _____

Rewards and celebrations: _____

Income: _____

Savings: _____



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Quarterly Action Plan (from: / / - / /)

Print four (4) copies of this page, then use one for each quarter of the year. Keep this sheet visible on your desk and refer to it often, especially when planning your week!

List your top 3 goals (1 per month) over the next 3 months:

Month	Goal	Description	Completed (Y/N)
1.			
2.			
3.			

Use the following action plan to breakdown your top priorities each week over the next 3 months:

Month	Weekly Priorities	Deadline
Month-1	Week 1:	
	Week 2:	
	Week 3:	
	Week 4:	

Month-2	Week 1:	
	Week 2:	
	Week 3:	
	Week 4:	

Month-3	Week 1:	
	Week 2:	
	Week 3:	
	Week 4:	



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Weekly Action Plan (from: / / - / /)

Print one (1) copy of this page for each month. Keep this sheet visible on your desk and refer to it often, especially when planning your day!

List your top 5 priorities (1 per day) over the next 4 weeks:

Week	Daily Priorities	Deadline
Week-1	Day 1:	
	Day 2:	
	Day 3:	
	Day 4:	
	Day 5:	

Week-2	Day 1:	
	Day 2:	
	Day 3:	
	Day 4:	
	Day 5:	

Week-3	Day 1:	
	Day 2:	
	Day 3:	
	Day 4:	
	Day 5:	

Week-4	Day 1:	
	Day 2:	
	Day 3:	
	Day 4:	
	Day 5:	



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Stay Focused!

My theme for the next 3 months is:

To achieve my goals, I need to be someone who is:

The best advice I could give myself to be sure I achieve my goals is:

I will be more productive by:

The single most important thing I need to do in 2024 is:

Stay Motivated!

Remember these important Universal Laws and the Power of Your Mind:

- The Law of Belief - If you BELIEVE it then you can ACHIEVE it!
- The Law of Correspondence - "First, WITHIN, then WITHOUT." To have what you want in your life you must first conceive of it IN YOUR MIND.
- The Law of Cause and Effect - The DIRECTION you set in your life will determine your DESTINATION in life.
- The Law of Attraction - You will ATTRACT to yourself those things in your life that are most like yourself. If you are positive, you will attract positive things to your life and vice versa.
- The Law of Substitution - The only way to remove a negative thought from your mind is to substitute it with a POSITIVE one.
- The Law of Compensation - You must GIVE FREELY, without any thought of reward. If you give, expecting to receive then you aren't giving, but are instead investing.