

2025

**SET YOUR INTENTIONS,  
SHAPE YOUR FUTURE!**

*3-Month Business  
Action Planner!*

**UBUNTU** Business™



# MAKE IT HAPPEN!

## *3-Month Business Action Planner!*

Dear Entrepreneur,

This action planner has been designed to help you take steps towards achieving your **VISION** for the year ahead, with a focus on the first quarter of the year. This means choosing your top 3 key **GOALS** (1 per month) and then choosing 4 key **ACTIONS** (1 per week) and your #1 top priority each **DAY**, that will lead you towards achieving your goals.

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



# MAKE IT HAPPEN!

## 3-Month Business Action Planner!

### Life Check - #situationrightnow

How do I feel about each aspect of my life?

Emotional and spiritual:

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Health and wellness:

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Family and friends:

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Personal development and education:

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Rewards and celebrations:

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Personal finances:

What is the status of my financial position?

Current Income	Current Expense	Total Savings
Total Assets	Total Liabilities	Equity



# MAKE IT HAPPEN!

## *3-Month Business Action Planner!*

### The Year in Review - 2024 "What's done is done"

#### How did it go?

What were my biggest achievements last year?

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What challenges did I overcome?

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What major lessons did I learn?

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What am I most grateful for?

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What did I do for others?

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What did I not manage to accomplish?

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

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# MAKE IT HAPPEN!

## *3-Month Business Action Planner!*

### **The Year Ahead - 2025 “Visualize, Actualize, Realize!”**

#### **What am I trying to achieve this year?**

What are my biggest goals for the year ahead?

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What challenges will I need to overcome?

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How will I overcome these challenges?

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

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

Emotional and spiritual: \_\_\_\_\_

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Health and wellness: \_\_\_\_\_

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Family, friends, and community: \_\_\_\_\_

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Personal development and education: \_\_\_\_\_

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Rewards and celebrations: \_\_\_\_\_

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Income: \_\_\_\_\_

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Savings: \_\_\_\_\_



# MAKE IT HAPPEN!

## 3-Month Business Action Planner!

### 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:	



# MAKE IT HAPPEN!

## 3-Month Business Action Planner!

### 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:	



# MAKE IT HAPPEN!

## *3-Month Business Action Planner!*

### Stay Focused!

My theme for the next 3 months is:

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

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

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I will be more productive by:

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The single most important thing I need to do in 2025 is:

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### 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 replace it with a POSITIVE one.