



# Business Goals for Year \_\_\_\_\_

## YEAR-at-a-Glance Summary Sheet

INSTRUCTIONS: Using your **Annual Business Goal Planner Worksheet** write out your Annual Goals below to create a Year-at-a-Glance Summary Sheet.

Key Focus for the Year: _____  Top 10 Goals (be specific)	How Important	Goal Completion Date/Measure How you will know it is complete?			Complete	KEY Goal Benefit
		Minimum	Target	Extra ordinary		
1.	..... / 10				Y/N	•
2.	..... / 10				Y/N	•
3.	..... / 10				Y/N	•
4.	..... / 10				Y/N	•
5.	..... / 10				Y/N	•
6.	..... / 10				Y/N	•
7.	..... / 10				Y/N	•
8.	..... / 10				Y/N	•
9.	..... / 10				Y/N	•
10.	..... / 10				Y/N	•