



# ACTION WORKBOOK

Prepared by Rohit Nanda, The Business Troubleshooter

# Review

It's important to take time out during the year to establish where you and your business are.

While this workbook is written to set out annual goals, it can be equally applied on a quarterly or semi-annual basis.

To see how far you have come, it's necessary to take a look in the rear-view mirror & determine what's working, not working and what's holding you back.

So, over to you, what did you achieve in the last year?

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Now, what did you plan to achieve but didn't?

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What if anything prevented you from achieving everything that you planned in the last year:

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# Establish

Set your high-level goals for 2020 – so many of us do not even get around to business planning & literally pick up in January from where we were in December.

Think bold targets and set a date for each. Make sure you track how you're getting on against each of these targets and who is responsible for each:

Goal	By Who	By When

# Commit

Now that you've set out your high-level targets for the next 12 months, it's time to commit to them.

1. Print out this list and display it somewhere
2. Share them with someone who can hold you accountable. Once you have shared this list with someone else you will have a greater chance of achieving them.

If you have any queries about how best to use this workbook or want to find out how more about this planning process, please do not hesitate to contact me.

# About the Author

## Rohit Nanda

Founder, The Business Troubleshooter  
Regional Director and Trainer of The Alpha Group



Rohit leads a consultancy called The Business Troubleshooter that specialises

in helping SME CEO's grow their businesses.

Essentially, he helps them to focus more of their attention on strategic issues

and less on the day to day aspects of their enterprises.

For CEO's and owners that are already successful, there is The Alpha Group.

This a peer to peer executive board style meeting group where up to 20 business leaders from different industry sectors meet every month to discuss problems, swap ideas and strategies.

He is currently running Alpha Group peer to peer executive boards in Surrey, London & Birmingham - so please contact him using the details below.

Alternatively, if you are in a different location, please visit <https://the-alpha-group.biz/current-advisory-boards/>

You can contact Rohit via:

[rohit@thebusinesstroubleshooter.co.uk](mailto:rohit@thebusinesstroubleshooter.co.uk)

[www.thebusinesstroubleshooter.co.uk](http://www.thebusinesstroubleshooter.co.uk)

LinkedIn: <https://www.linkedin.com/in/rohitnanda1/>

Twitter: @ro\_nanda or @The\_BizCoach\_UK

[Learn more about The Alpha Group](#)