

# Small Business Goals Tracker

THE HVACRBUSINESS.COM EDITION

BASED ON LIST PROVIDED BY RON SMITH, WITH MODIFICATIONS

Based on the CONCRETE GOALS TRACKER, this sheet focuses on tasks that help move your **service-based business** forward. Fill in the appropriate bubble(s) for every task that relates to listed **WORTH DOING** tasks. If it's not on the list, it's probably not as important.

WORKSHEET CGT 01

CONCRETE GOALS TRACKER

## WHEN IS SOMETHING Worth Doing?

- 10** It's invoicing **billable** work
- 10** It's **acquiring** a new customer
- 10** It's **keeping** your current customers
- 5** It's a measured **increase** in productivity
- 5** It's **finding** and **hiring** the right people
- 5** It's quality on-going **training**
- 5** It's introducing a **new product** to an existing customer
- 3** It's a **new revenue stream** opportunity
- 3** It's applying the latest **computer tech**
- 2** It improves your **community presence**

WEEK BEGINNING

MONTH and DAY

YEAR

**2010**

10x  5x  3x  2x  =  MONDAY

10x  5x  3x  2x  =  TUESDAY

10x  5x  3x  2x  =  WEDNESDAY

10x  5x  3x  2x  =  THURSDAY

10x  5x  3x  2x  =  FRIDAY

10x  5x  3x  2x  =  SATURDAY

10x  5x  3x  2x  =  SUNDAY

END OF WEEK  TOTAL

MAINTAIN CONTINUITY NOTES HERE

WHAT ARE YOU DOING? WHAT HAVE YOU DONE?