

Mission Statements Worksheet

Name: _____

Date: _____

What your company does?	
How your company does it?	
Reason behind – spark, passion, purpose?	
What values are guiding you? (Local, family-owned, sustainable, customer service, etc.)	
Who should know, follow and believe in your mission statement? (Employees, vendors, customers, professional advisors, neighbors, etc.)	
Draft your mission statement here.	

SMART Goals Worksheet

Name: _____ Date: _____

S Specific <i>What do you want to accomplish?</i>	
M Measurable <i>How will you know when you have accomplished your goal?</i>	
A Attainable <i>How can the goal be accomplished?</i>	
R Relevant <i>Is the goal worth working hard to accomplish? Explain.</i>	
T Timely <i>By when will the goal be accomplished?</i>	

Action Plan Worksheet

Name: _____ Date: _____

Description of Goal or Problem:

#	Task/Activity	Who is responsible?	By when?	% Progress	Additional Notes