

FORMULATE DETAILED PLANS:

- Analyze Your Monthly Budget
- Review Your Personal P&L Statement
- Apply Monthly, Weekly & Daily Goals
- Design a Monthly Savings Plan
- Plan For An Investment Program \$1 a day minimum
- Budget-In Educational Expenses
- Plan The Timing of Events To Achieve Your Goals
- Discipline Yourself To Monitor Your Accomplishments On A Timely Basis and Celebrate
- Manage Changes That Occur And Make Sure You Stay On Target
- Control Your Moods So They Don't Stop You From Reaching Your Objectives

REVIEW

Produce detailed budgets in terms of:

1. Your Monthly Overhead Cost Expenses
2. Your Personal Profit & Loss Statement
3. Your Investment Portfolio

Self Note: Monitor your actual results against your desired results and adjust your plan as needed.

GOAL WORKSHEET

| SHORT TERM TIME PLANS | PERSONAL DEVELOPMENT | POSITION/ RECOGNITION | FINANCIAL REWARDS |
|-----------------------|----------------------|-----------------------|-------------------|
| 3 Years | | | |
| 2 Years | | | |
| 1 Years | | | |
| 6 Months | | | |
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| | | | |
| | | | |
| 3 Months | | | |
| | | | |
| | | | |
| 4th Week | | | |
| 3rd Week | | | |
| 2nd Week | | | |
| 1st Week | | | |

Plan Your Time - Time Your Plan
Plan Your Work - Work Your Plan