

## FAILING TO PLAN IS PLANNING TO FAIL

You are welcome to contact us on 1300 791 600 for further ideas and support in this area.

<b>Action</b>	<b>Outcome</b>	<b>Person Responsible</b> <i>(Make sure you involve others, if possible)</i>	<b>To be done by</b> <i>(Date of next SYB webinar, if possible)</i>
Put time aside and consider your larger business and life goals. Where do you want to be in two to five years?	You have set the broad parameters for your planning.	You and SYB	
Identify the areas you need to address in preparing a business plan.	You have a global view of what the plan needs to cover and you know how to get started.	You and SYB	
Gather and assess information that you will use in your plan. Evaluate the information and take a strategic look at how you could better meet your larger goals.	You have material for the plan and you have refined your business strategies.	You, your team and SYB	
Write the plan. Get help from the team.	You have a draft plan.	You, your team and SYB	
Get feedback on the plan. Revise it where necessary.	You have a finished plan.	You, your team and SYB	
Periodically review the plan. Modify the plan, your targets and strategies, as appropriate.	The plan helps you to monitor your progress. You keep the plan in tune with changing business circumstances.	You and SYB	