

MANE JANES

Quarterly Goal-Setting Worksheet

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SELECT YOUR QUARTER

☐ Q1: Jan–Mar	☐ Q2: Apr–Jun	☐ Q3: Jul–Sep	☐ Q4: Oct–Dec
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My primary focus this quarter is: ☐ Skill Development ☐ Revenue Growth ☐ Efficiency

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KNOW YOUR NUMBERS (BE HONEST)

Last quarter's total revenue: \$_____ | Hours worked: _____ | Avg \$/hour: \$_____

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YOUR ONE CLEAR GOAL FOR THIS QUARTER

Not five. Not ten. ONE specific, measurable goal you will accomplish by quarter's end.

Write your goal here—make it specific and measurable...

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WHY THIS GOAL MATTERS TO YOU

What will achieving this change for you? Be real with yourself...

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YOUR ACCOUNTABILITY SYSTEM

My accountability partner/mentor: _____

How often we'll check in: ☐ Weekly ☐ Bi-weekly ☐ Monthly

Where I'll track daily: ☐ Wall tracker ☐ Notebook ☐ Whiteboard ☐ Other: _____

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I commit to tracking my progress every day I work. Clear is kind.

Signature: _____ Date: _____

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Daily Tracking Sheet

Week of: _____ Quarter: ☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4

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MY GOAL THIS QUARTER: _____

DATE	REVENUE	HOURS	\$/HOUR	SERVICES	GOAL HIT?	NOTES

WEEKLY SUMMARY

WEEKLY TOTAL \$ _____	AVG \$/HOUR \$ _____	GOAL STATUS ☐ On Track ☐ Behind
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WEEKLY REFLECTION (BE HONEST WITH YOURSELF)

What worked well this week?

Where did I avoid or make excuses?

What's ONE adjustment for next week?

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Track every day you work. The consistency muscle gets stronger the more you use it.