As entrepreneurs you will sometimes forget the goals you have set for yourself and your business, they get lost in the day to day of getting your business up and running, and profitable.

Term Goals and Personal Action Plan helps you stay on track as you build your business. Think of this as your own business coach**. This document is cross-referenced to with your 1and15 progress reports.**

**Purpose of this report:**

1. To help you create an action plan both personal and business for the term and beyond
2. To help you assess your skills and develop a plan to fill the gaps to become a successful business leader.
3. A great tool to help you stay focused.

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| --- | --- |
| Student Name: |  |
| Venture Name: |  |
| Date and Version: | Version 01 due by 17-May-19, Version 02 (optional) due by 24-May-19 |

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| **PART 1. Personal Goal & Objectives for your Business:**(Your business is dependent on you, your team, and your network; each person is responsible to move the business ahead in some way. **What are your personal responsibilities and goals within your business?**) |
| I am the owner, creator and operator of…My Internal goals * for my professional and business development (your top 5 key bullet items):
* *e.g. learn about xyz, build prototype abc, setup a system to handle 123, etc*

My External goals * for my professional and business development (your top 5 key bullet items):
* *e.g. survey 30 people who to get feedback on my problem/solution fit process (or product/market fit process), network with potential technical or business experts to help me iterate my business canvas or business plan, get beta-users to test my hypothesis 000*

My technical goal * for my professional and business development (your top 5 key bullet items):

My business goals (top 5 bullet items)1. My Eco-op workterm Overall Objectives for success (top 3 bullet items)
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| **PART 2. Personal Action Plan**(To achieve your goals you will need an action plan. For some it is learning to communicate better, delegate better, understand income statements, balance sheets, etc. How will you accomplish the goals you have set for yourself personally? What resources will you will need?) |
| From your original Eco-op application form section Personal Action & Learning, copy/paste here below.Please read/review the online Paul Graham Essay (blog) called – Maker’s Schedule, Manager’s Schedule (<http://www.paulgraham.com/makersschedule.html>)Manager’s Schedule (your top 5 key bullet items):Maker’s Schedule (your top 5 key bullet items):Include here as separate pages:Business Canvas draft versionProducts, Services, Relationships matrix table for Month 1, 2, 3 |