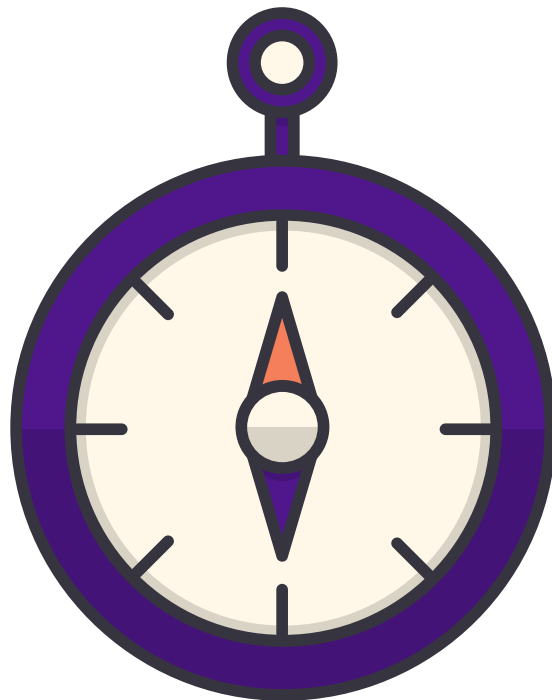


2018 Reflections Workbook

A review to set better goals for 2019
in your service-based business



2018 Reflections Workbook



About Jennifer

I help service-based Solopreneurs prevent overwhelm and burnout by gaining more time and structure, which helps them scale and grow their business to earn more money, and make a bigger impact with their cause.

[Resource Hub](#)

[Facebook Community](#)

[Book a Discovery Call](#)

An INFJ “adventurous homebody”, based near the gorgeous Mountains of North Carolina (my happy place), and not your typical Southern gal (you’ll find out how as we get to know each other). I’m also a coffee connoisseur, gamer, Steampunk cosplayer, traveler, personal safety advocate and domestic violence awareness advocate.

Through my unique background and skill set in Business, Marketing, Interior Decorating, and Pro Organizing, I empower overwhelmed service-based Solopreneurs create order and flow in their business and home office space.

[Read more about me here](#)

2018 Reflections Worksheet

Quarter 1:

Take some time to go back through your planner and calendar. Write down the highlights from each month you accomplished your goals, no matter how big or small. Print additional pages as needed.

January

February

March

April

2018 Reflections Worksheet

Quarter 2:

Take some time to go back through your planner and calendar. Write down the highlights from each month you accomplished your goals, no matter how big or small. Print additional pages as needed.

May

June

July

August

2018 Reflections Worksheet

Quarter 3:

Take some time to go back through your planner and calendar. Write down the highlights from each month you accomplished your goals, no matter how big or small. Print additional pages as needed.

September

October

November

December

2018 Reflections Worksheet

\$ Review your Money \$

Money makes decision making/planning/goal setting MUCH easier to accomplish than simply writing ideas down and hope you achieve them. It's more than that. If it's one thing I learned from taking Accounting, it's that goal setting doesn't work properly if you don't keep an eye on your money and where it

To calculate net income for a business, start with your total revenue. From this amount, subtract the business's expenses and operating costs to calculate the business's earnings before tax. Deduct tax from this amount to find the business's net income.

Total Revenue	\$	_____
- Cost of items Sold	-	_____
= Gross Profit	\$	_____

Operating Expenses:

Rent	\$	_____
Utilities	- \$	_____
Internet	- \$	_____
Owner Salary	- \$	_____
Depreciation (if any)		
= Net Income (or loss)	\$	_____

2018 Reflections Worksheet

Income Goals for 2019

Money makes decision making/planning/goal setting MUCH easier to accomplish than simply writing ideas down and hope you achieve them.

How much money do you want to earn for 2019 (AFTER taxes and expenses)? WHY do you want to make this amount? What affect will this money have on you, your business, and your family?



2018 Reflections Worksheet

Cutting Costs

Money makes decision making/planning/goal setting MUCH easier to accomplish than simply writing ideas down and hope you achieve them. It's more than that.

After looking at your income statements, where can you cut costs? ex) Memberships you aren't using, Coaching that's not working out, apps or programs you don't use after all, or use yet.



2018 Reflections Worksheet

Investing in yourself & your Business

Money makes decision making/planning/goal setting MUCH easier to accomplish than simply writing ideas down and hope you achieve them. It's more than that.

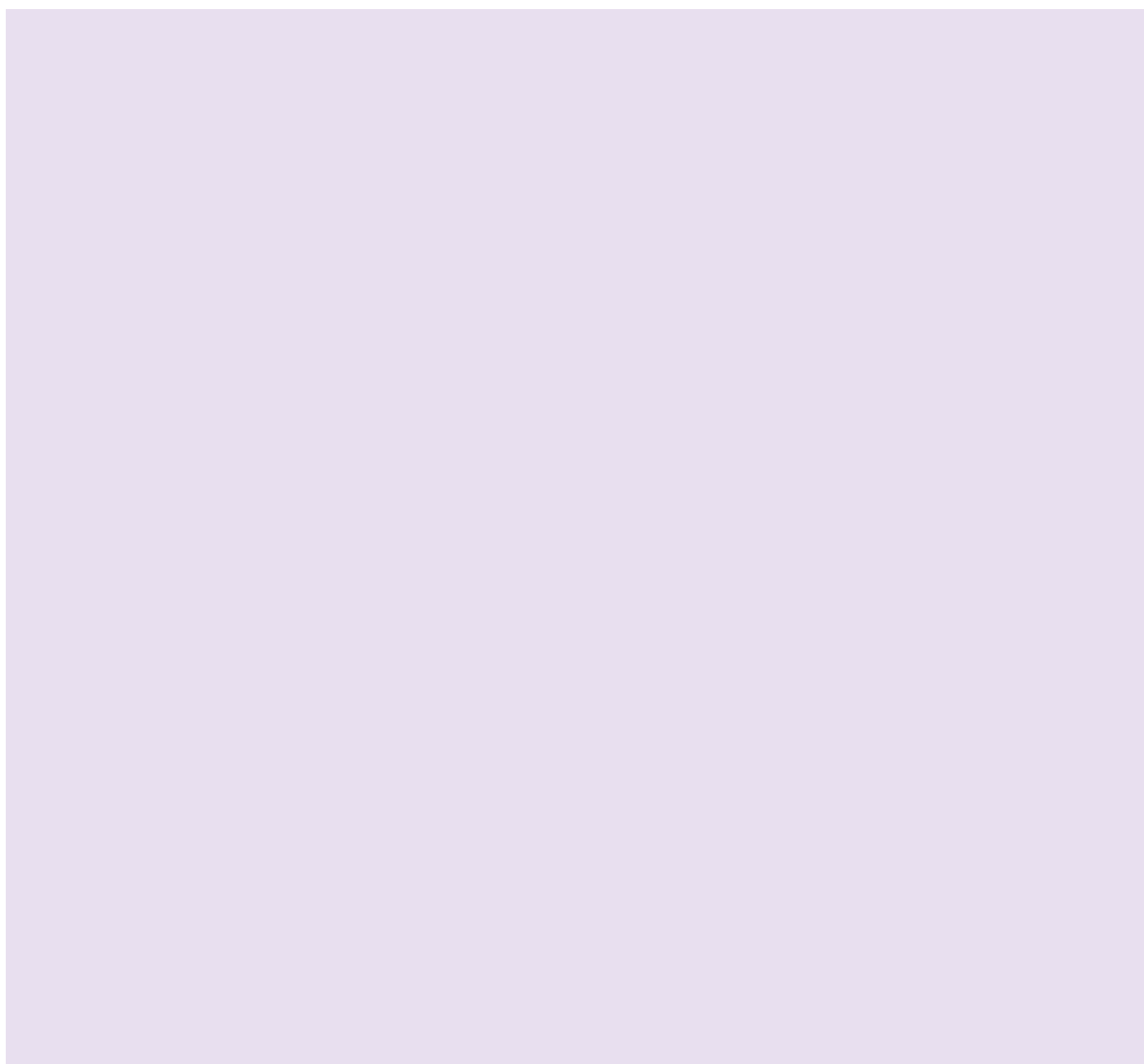
Also, what do you need to invest in next year to achieve your new goals? How will you generate the income to do this?



2018 Reflections Worksheet

Brain dump

Based on what you accomplished this year and what you earned, how will you take those opportunities and build on them? What will you get rid of? What do you want to start creating or offering next year?



2018 Reflections Worksheet

Notes

Use this page to mind map, doodle, take notes, etc.



2018 Reflections Worksheet

Budget


Based on what your income goals and what you want to create, how will you budget your money to achieve your income goals?



2018 Reflections Worksheet

Prioritize by Income

What ideas, opportunities, etc. do you need to focus on to reach your income goal for 2019?



2018 Reflections Worksheet

What to Focus on & Delegate

What idea, opportunities, etc. are actually most important for you to focus on, that you do best, and what can be delegated, or taken off the list completely?

Urgent

Not Urgent

Important

(Emergencies - Do it NOW)

1

2

(Planning)

Not Important

(Distractions - Delegate)

3

4

(Time Wasters - Drop It)

2018 Reflections Worksheet

What Action Steps Do You Need to Take?

Work backwards. Take your main goals and break them down into small stepping stones so they move you forward, but won't overwhelm you. Start with Quarterly & Monthly ONLY. (launches, themes, etc.) Don't worry about weekly or daily planning at this point.



2018 Reflections Worksheet

Congratulations!

Now that you have a guideline for next year, doesn't it feel great and less stressful?

What's next?

As you go along next year, plan the details for each day at the end or beginning of each week for the rest of the year. This allows for flexibility in your schedule.

Need help getting started, or finishing your plan for next year?

I can help!

Book a 90 minute New Year Planning Session by December 15th for only \$97!

[Book Session](#)