

Plan to Achieve!

BE AWESOME



scopeVISION

Have a DREAM and follow it.

Have a PLAN and stick to it.

Have a GOAL and achieve it.

About this resource

This suite of planning tools has been designed to help you achieve all that you plan! Consisting of personal, time management, project and business plans, this suite is all you need to imagine, reflect, dare and achieve!

Scope Vision values any feedback you have that will enable us to improve and enhance our resources.

If you have a suggested improvement we would love you to drop us a line.

For more information regarding this resource contact Scope Vision

E mailbox@scopevision.com.au

A PO Box 301 Guildford WA 6935

scopevision.com.au

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Personal perspective

THIS WEEK'S FOCUS (PERSONAL)

DATE:

GOOD THINGS THAT HAPPEN

STATUS* PERSONAL TO DO LIST

STATUS* : → **IN PROGRESS** ✓ **COMPLETE** **INITIAL DELEGATED TO**

NOTES AND THOUGHTS

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Time to succeed in business

THIS WEEK'S FOCUS (BUSINESS)

DATE:

GOOD THINGS THAT HAPPEN

STATUS* WORK TO DO LIST

STATUS* : → IN PROGRESS ✓ COMPLETE INITIAL DELEGATED TO

NOTES AND THOUGHTS

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Projects in action

PROJECT

DATE:

STATUS* ACTIONS DUE DATE

STATUS*: → IN PROGRESS ✓ COMPLETE INITIAL DELEGATED TO

NOTES AND THOUGHTS

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Monthly perspective

MONTHLY PERSPECTIVE

Things achieved and projects finalised last month

What's been working well for you over the past month and why?

What challenges did you face and what have you done to action plan them?

What lessons have you learnt that have changed your perspective?

What were you most grateful for last month?

What's on the improvement list for next month?

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Monthly perspective

PLANNING FORWARD

OBJECTIVES TO ACTION

1.

2.

3.

4.

5.

Aspire Believe Focus Plan Connect Be Awesome

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Monthly perspective

CUSTOMERS, FANS AND REACH

New customers: _____

Unique visitors to the website: _____

New email subscriptions: _____

SOCIAL MEDIA

NUMBER OF FOLLOWERS

Facebook: _____

Twitter: _____

Instagram: _____

YouTube: _____

NOTES AND THOUGHTS

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Marketing perspective

BLOG IMAGE

CONCEPT DETAILS

CONTENT THOUGHTS

Title:

Author:

Scheduled for:

Title:

Author:

Scheduled for:

Title:

Author:

Scheduled for:

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Plan on a page

Key Focus

1

2

3

4

5

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Plan on a page

Development : Future Focus

Key Focus

Goals & Objectives

Key Activities

Jan – June

Status*

1

2

3

4

5

STATUS*: → WORK IN PROGRESS ✓ COMPLETE INITIAL DELEGATED TO

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Plan on a page

Key Focus

Goals & Objectives

Key Activities

July – Dec

Status*

1

2

3

4

5

STATUS*: → WORK IN PROGRESS ✓ COMPLETE INITIAL DELEGATED TO

More from Scope Vision

If you found value in this resource then don't forget to check out our other e-books:



Make Awesome Decisions!

Providing an overview of eight of our favourite decision making tools, this e-book profiles the Johari Window, the 5 whys, fishbone cause and effect analysis, the venn diagram, force field analysis, brainstorming, mind mapping and how to use a decision matrix to present your findings. Providing you with user friendly templates, as well as details on how to effectively use each of the tools, this e-book is a must have edition to your collection. Start making balanced and awesome decisions today!



Explore Awesome Thoughts!

Become a master of balanced processing. This guide explores Edward De Bono's 6 Hat Thinking model and its application in creatively investigating and solving problems. Providing user friendly templates, as well as overviews on each of the 6 Thinking Hats, this e-book quickly becomes your reference guide to facilitating 6 Hat Thinking with your team.