Annual Action Plan 2020

**Develop goals with commitments and holidays in mind. Make sure there are adequate resources to reach goals. Break them down into quarterly *Action Plans*.**

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| Stay Focused! | | | | | | | | | | | | | | | | |
| **PRIMARY FOCUS:** (Your main focus for the whole year, e.g. write more fiction or blog regularly or build my subscribers list or develop a sales funnel.)  **SECONDARY FOCUS:** (Another key focus for the whole year, e.g. write more fiction or blog regularly or build my subscribers list or develop a sales funnel.) | | | | | | | | | | | | | | | | |
| **Block-out Dates** (holidays/commitments) | | January | February | March | April | May | June | July | | August | September | | October | November | | December |
| Actions | | | | | | | | | | | | | | | | |
| Goals | SMART (Specific, Measurable, Achievable, Relevant, Timely) Actions | | | | | | | | Due Date | | | Evidence of Completion | | | Completed | |
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