



BUSINESS PLANNING WORKBOOK

PRIVATE PRACTICE OWNERS THREE STEP GUIDE
TO ACHIEVE SUCCESS IN 2022

BUSINESS COACHING



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Hi! I'm Rachel!

As a business coach with 20 years' experience helping organisations improve business results, transform their business and pioneer new levels of growth, I believe that it is important for business owners to take time to plan for success.

As the year draws to a close, it is the perfect time to do this!

This simple, three step process will help you as you plan for 2022.

Step 1: Reflect

Step 2: Set Goals

Step 3: Develop your plan

I recommend you allocate an hour of uninterrupted time for each step. Find a place where you can have space, feel quiet and can focus. Then work through questions and steps outlined in this workbook.

I help business owners of established private practices by providing strategic business coaching and consulting services, so if you get stuck or would like a complimentary discussion about your 2022 business plan, please feel free to get in touch!

Contact Rachel for a complimentary discussion about your business plan.

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STEP 1: REFLECT ON 2021

To help reflect on 2021, take the time to answer and document your answers to the following questions:

	What have you achieved in 2021?	What was in your control that you did well?	What was outside your control that impacted your results?	What have you learnt about yourself and / or your business??
OVERALL				
BUSINESS ACHIEVEMENTS				
PERSONAL ACHIEVEMENTS				

STEP 2: SET GOALS

To help you set goals, complete the following worksheet:

	What would you like to achieve in 2022?	How will you know you have been successful?	What do you have to keep doing?	What do you need start doing or change?
OVERALL				
BUSINESS ACHIEVEMENTS				
PERSONAL ACHIEVEMENTS				

STEP 3: DEVELOP YOUR PLAN

Developing an action plan will help you and your team know what's required to be successful. This guide and worksheet can be used to support you as you develop your action plan for 2022.

	What actions need to be taken?	What priority do you give each of these actions?	When is this required by?	Who is responsible?
OVERALL				
BUSINESS ACHIEVEMENTS				
PERSONAL ACHIEVEMENTS				