

## Free Products



### GOALSET

The purpose of this utility is to help you to define your goals, break these goals into milestones, and detail the milestone tasks to be completed to achieve the milestone- or goal objectives. It has 3 simple dimensions:

**Personal Growth** → self-assessment is an important aspect of transitioning from employee to entrepreneur, which is not merely dependent on taking more training courses. You can decide on specific traits or habits you want to improve, to become a better manager who effectively deals with employees, for example.

**Goal Setting** → offers a long-term view of up to 250 goals that may be interdependent, and it helps to prioritize those goals based on intrinsic value or the precedence to high value goals. Goals can reflect business targets, educational targets, or any other targets that you want to keep track of. We use it in certified **LIFTOFF Business Plans Coaching** to keep clients focused on the planning goals they want to accomplish. We can keep track of their goals, and we also make the "**GOALSET.xlsm**" software available -to them so they can monitor their own progress against these, as well as other unrelated, goals. We use an "agile" approach to planning that ensures the different activities are coordinated, and despite setting target dates for completion, that coordination is more important than the deadlines implied in traditional project management.

**Daily Activity** → managing day-to-day operations in an efficient manner is another dimension of goal setting, where the activities you perform can be tracked as relevant to the goals you want to pursue. Missing deadlines is often triggered by doing all kinds of work that is unrelated to the goals you want to achieve, and while we do not exactly prevent doing that work it is important to be aware of what daily activity is interfering with attaining the goals you set for yourself.

As used in certified **LIFTOFF Business Plans Coaching**, our goal is much narrower than what the entrepreneur may face in day-to-day operations. By providing the client with a convenient tool to keep track of what they do we can improve their potential for succeeding with creating their business venture. There is also an opportunity to offer "Goal-set Coaching" to help those who are lost and unsure about what future to aim for, so it is not specific to entrepreneurs who must sort out the goals for their future business. If this opportunity appeals to you, contact us.