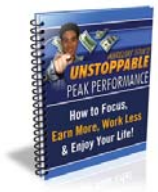
Action Blueprint

Worksheets

Plain & Simple...
If You Do Nothing... Expect Nothing

BLUEPRINT SERIES

SMALL PRICE ... BIG RESULTS



FocusBlueprint

ListBlueprint

TrafficBlueprint

FreeAdBlueprint

ProfitBlueprint

SquidooBlueprint

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http://www.YourBlueprint.info

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Specify Your Goals Worksheet

Remember Each goal you set should include this information:

- What
- Where
- How
- Whom (if others are involved or affected)
- When
- Why

Once you are crystal clear about what you want to accomplish, put it into a neat, concise statement:

- I want to achieve _____ [what]
- at _____ [where]
- by _____ [how]
- by _____ [timeline]
- with _____[other persons]
- because _____ [why].

Breaking It Down Worksheet

Aim for a minimum of 5 smaller parts of your goal. If you can think of more, go ahead and add them. But start with at least five, and be as detailed as you can.

Identify Clear Action Steps Worksheet

Below, list the most productive actions you can determine should be done daily, weekly and monthly. It's important to note that you are not setting a schedule with this exercise; you are simply identifying key, productive action steps that you can take on a daily, weekly and monthly basis. Don't get caught up wondering how you can find time to do all this, or whether a certain task should be done daily or weekly. Simply put down a **general** idea of the most productive actions that you can think of. You can always add to this list or change it later on.

Daily Action Steps

These should be on the smaller side, easily attainable yet effective and focused:

Weekly Action Steps

These should be larger steps that involve an element of risk or aggressive forward movement:

Monthly Action Steps

These should be extraneous steps like evaluating your progress, networking, etc.:

General Timeline for Completion

List your key action steps below, with an estimation of the time needed to complete them:

Action Steps:	**Approximate date for completion:**

Now set a **GENERAL TIMELINE** for completion of your ultimate goal:

Plan B Worksheet

List your key action steps and activities in the Plan B worksheet now. below and identify some alternate plans:

Action step or activity:	**Alternate steps or activities:**