

Shalonda L. Clark



TAKE CHARGE OF YOUR BUSINESS

Understand yourself & your business	1.
Solve the Problem	2.
Focus on Profit rather than Income	3.
Focus on Employee Morale	4.
Always be Aware of the Moves of your Competitors	5.

S.M.A.R.T GOALS

WHEN SETTING GOALS, MAKE SURE IT FOLLOWS THE SMART STRUCTURE. USE THE QUESTIONS BELOW TO CREATE YOUR GOALS.

S	SPECIFIC WHAT DO I WANT TO ACCOMPLISH?	
	MEASURABLE HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?	
A	ACHIEVABLE HOW CAN THE GOAL BE ACCOMPLISHED?	
R	RELEVANT DOES THIS SEEM WORTHWHILE?	
T	TIME BOUND WHEN CAN I ACCOMPLISH THIS GOAL?	

BRAINSTORMING

ACTION BRAINSTORMING CAN HELP IDENTIFY WHAT THINGS ARE HELPING OR STOPPING YOU FROM ACHIEVING YOUR GOALS.

MY GOAL:		
STOP DOING		
DO LESS OF		
KEEP DOING		
DO MORE OF		
START		