Your name:
Your title:
Your Job description now:

Your job description in 1 year from now:

Reports to (do you report to anyone):
Who Reports to you (who you lead):

YEAR	2021	2022	2023
How you are (were/will be) committed to being (can also think of these as guiding principles)		*Examples*: ● I am a beacon of light for everyone ● Progress over perfection ● I embrace learning by doing ● I'm cultivating a culture of learning and fun for myself, team, and clients ● I embrace ease ● Learn by doing	
Your top values			
Responsibilities	Reflect back to last year – what responsibilities and energy/time spent on tasks:	*(EXAMPLE - this is not a recommendation of how your time should be, this is a sample of how to create this)* Responsibilities and amount of energy/time spent: ● **Self leadership, development, management:** coaching masterminds, learning (10%) ● **Strategy** (working on the business, research) (10% ● **Marketing** (content	Future state desired responsibilities and energy/time spent per key area:

		writing, social, going to events) (10%) ● **Sales/lead gen** (networking, 1-1 calls, digital marketing) (10%) ● **Operations** (financials, managing team ship orders) (15%) ● **Admin** (emails, invoicing) (5%) ● **Product creation** (developing offers, programs, create items) (10%) ● **Servicing customers** (delivery of the services) (10% ● Other ○ Give back/mentor/ donate time: (5%)	
What was/is/ will be outsourced so you can optimize into your Zone of Genius			
What will be prioritized so you accomplish the "right hard things" and moves the needle forward on your top goals			