

# Business Coaching

Client

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Month

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# Steps to achieve Goals (1)

**Goal:** .....

Steps to achieve:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

**Goal:** .....

Steps to achieve:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

**Goal:** .....

Steps to achieve:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

# Steps to achieve Goals (2)

**Goal:** .....

Steps to achieve:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

**Goal:** .....

Steps to achieve:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

**Goal:** .....

Steps to achieve:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

# Steps to achieve Goals (3)

**Goal:** .....

Steps to achieve:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

**Goal:** .....

Steps to achieve:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

**Goal:** .....

Steps to achieve:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....











# Key Performance Indicators

1. Number of incoming phone calls (for all phone numbers)

Phone No. .... No. of calls .....

Phone No. .... No. of calls .....

2. Number of new contacts in the database

Prospects .....

Clients .....

3. Number of bookings / sales

What type of courses / products

Course Qty

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4. Profit and Loss Statement(s)

5. Conversions from Prospect to Customer

6. Attendee Figures (sessions) for each Centre

Milestones

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