PLANNING TEMPLATE

One-page business plan

A practical plan that fits on one page. Keep it to three to five priorities, put a number and a name against each one, and review it every quarter.

Where are we heading? The business in three years

This year in numbers

Revenue target	Profit target	Owner hours per week

What matters most this year

	Priority	How will we know?	Owner	This quarter's actions
1				
2				
3				
4				
5				

Quarterly check-in: what got done, what did not and why

Q1	Q2	Q3	Q4