Map out your plan for the next 5 years - put down your needs, ideas and desires. Also look at how much money you need to make these dreams come true in both a monthly (income) and lump-sum (cash) basis. Once you know the amounts money required, you'll be able to figure out the right strategies to make this happen.

2024	2025	2026	2027	2028
Cash:	Cash:	Cash:	Cash:	Cash:
Income:	Income:	Income:	Income:	Income:
Strategies:	Strategies:	Strategies:	Strategies:	Strategies:
Notes:				

Now take the first year of your plan and start to work out the goals you want to achieve in the year. For example, you might be looking at having 4 serviced acommodation units up and running by the end of the year. In order to break this into quarters, you'd have to figure out when you need the offers accepted to be able to purchase and refurb the units to have them running before the end of quarter 4. Also consider personal goals, mindset aims, raising money plans; they should all work together towards the same overall vision.

Goal	Quarter 1	Quarter 2	Quarter 3	Quarter 4			

Now that you have your goals, you have to break these down into actions. So using our example above, you might look at having to get 2 offers accepted in Q1. To achieve this, you might be looking to put out offers on 20 properties in order to get 1 accepted. So the action would be 'view properties', the quantity is '40' and you would track that with a simple tally mechanism. Complete this for all of your goals, figuring out the actions you need to take in order to make them happen.

	Action	Quantity	How will you track?
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Now write down each goal, corresponding action and amount and you can track this on a weekly and quarterly basis. So once again using our example, you can take the total number of viewings required and divide into the months - this would mean 14 viewings a month to hit your action target. You can clearly see how well you are keeping on track or whether you're slipping at all.

Goal	Action	1	2	3	4	5	6	7	8	9	10	11	12
Notes													