**Goals and Objectives**

When running a business, or preforming any large task, it’s crucial to stay organized and ensure that all objectives and goals made are clear and attainable. In fact, by planning ahead and setting out goals you will be more likely to succeed. Fill out the following table and get started on those objectives!

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| Goals – Ensure that the goals you set out are attainable and pertain the company’s overall business objectives. | How will your goals be measured? How will you know if your efforts have worked? | Set out a time. Whether is a long-term or short-term goal set out milestones for each. |
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