

Personal Goal Sheet

Confidential, share with manager only if you feel comfortable



1. I'm working so I can pay for the following this year:

-
-
-
-

2. The total amount I'll need in order to pay for those of my goals that require money is:

\$

3. My annual cost-of-living expenses total is:

\$

4. The total I will need to take home (after taxes) after adding Line 2 + 3 is:

\$

5. My take-home pay from salary this year will total:

\$

6. The delta between what I'm going to take home from salary and what I would need to fund my goals (Line 5 - Line 4) is:

\$

"In 90% of the studies, specific and challenging goals led to higher performance."

- Goal setting and task performance

Edwin Locke, Gary Latham

Carry the total number from line 6 over to next page to build your plan on how to get there.

Pro Tip: Consider a Vision Board where you put a picture of your goals in line of sight.

Business Goal Sheet



Recommend you share with your manager

1. To fund my lifestyle and the goals I want to achieve, I need to make a minimum of \$ this year (amount from #6 on page 1) in Variable Compensation

2. Based on my commission / bonus plan, in order to achieve my Variable Comp Goal, I need to close a certain number of net new deals this year. To determine the number of net new deals, use the following formula:

- a. Variable Compensation Goal \$
- b. Divide by Commission %
- c. Divide by Average Deal Size \$
- d. Total number of Deals + 2 =

Example: If Variable Compensation Goal = \$80,000 and commission plan = 7.5% (.075) and average deal size is \$50,000 and close rate is 40% (.4)

$\$80,000 / .075 = \$1,066,667$

$\$1,066,667 / \$50,000 = 21 \text{ Deals} + 2 \text{ Deals (fudge factor)}$
= 23 Deals

$23 \text{ Deals} / .4 = 58 \text{ Opps needed}$

3. To close # deals, I need to have # Opportunities in my pipeline to ensure I hit my goal. To determine this number, use the following formula:

- a. Total # of Deals at end of 2d above \$
- b. Divide by your Close Rate \$
- c. Round up to nearest whole number \$

If you don't know your **close rate** or are new, ask for the company's average close rate.

4. To ensure I reach my Opportunities for the year, I'm shooting for # identified each month. (simply divide total number by 12)

Pro Tip: Watch out for the 'hockey stick' effect. If you don't account for missed opportunities, you'll run out of time quickly. Multiply the number by 2.

5. To ID and Qualify that many opportunities, I need to have # meaningful conversations with new people on a monthly basis.

A 'meaningful conversation' is where you get a sense of the Five P's: *Prospect's Purview, Projects, high-level Pain, Plan and something Personal*

6. To achieve that number of meaningful conversations per month/week, I need to make # calls, send # emails/InMails, send # texts/videos, and ask for # referrals.

7. I'm going to hold myself accountable by doing the following on a daily/weekly basis:
- a.
 - b.
 - c.

"When it is obvious that the goals cannot be reached, don't adjust the goals, adjust the action steps."

- Confucius 551-479 B.C.