

2022 Business Plan – Goals and Budgets

Business Name:		Vision
Directors Name(s):		
Industry:		
Year End:		
Our Values		

2022 Goals	
Personal Goals	Business Goals

Budget Summary	Q1	Q2	Q3	Q4	Total
Sales					
Gross Profit					
GP%					
Overheads					
Profit					

Key Opportunities	Biggest Threats

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SMART – (Specific – Measurable – Achievable – Realistic – Target) Goals				
2020 Goals	Q1 Goals	30 Day Goals	Who	When

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Notes

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Example completed Action Plan

Business Name:	Acme Incorporated Limited	Vision
Directors Name(s):	William Wood	To be the UK number one ecological Weedkiller provider. To be a recognisable household name. To educate the UK that you can kill weeds and not endanger the environment.
Industry:	Weedkiller	
Year End:	31 st Dec	
Our Values	<ul style="list-style-type: none"> - Honest – Reliable - Clear Pricing - Quality Product - Ecological 	

2022 Goals	
Personal Goals	Business Goals
<ul style="list-style-type: none"> - Increase Salary to £100K a year - To start a meaningful Pension - Work one less day a week - Exercise More 	<ul style="list-style-type: none"> - Get placed in one major DIY store per quarter - Develop the brand - Attend 4 trade shows - Employ a Sales Director to help take my burden

Budget Summary	Q1	Q2	Q3	Q4	Total
Sales	100,000	200,000	350,000	250,000	900,000
Gross Profit	45,000	92,000	164,500	112,500	414,000
GP%	45%	46%	47%	45%	46%
Overheads	30,000	32,500	35,000	40,000	137,500
Profit	15,000	59,500	129,500	72,500	276,500

Key Opportunities	Biggest Threats
<ul style="list-style-type: none"> - More people spending time at home - Climate / Ecological awareness increase 	<ul style="list-style-type: none"> - Major brands muscling in - cashflow

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SMART – (Specific – Measurable – Achievable – Realistic – Target) Goals				
2022 Goals	Q1 Actions	30 Day Actions	Who	By When
Get Placed in 2 Major DIY Stores	Get Placed in 1 Major Store	Get Placed in Local Stores - Ring around / visit local stores - Get Product in place	DD	31/01
Develop the brand	Work with Brand Designer	Sell More to afford the former	WW	30/06
Attend 4 largest trade shows	Develop Stand and Branding	Do research into best attended shows Get prices for 2022 shows (subject to covid)	HG	28/02
Employ Sales Director	<ul style="list-style-type: none"> - Write job description of role - Figure out what we would need to pay - Work on commission 	Speak to Sophie about head hunting role	WW	31/01
Be cash self sufficient	<ul style="list-style-type: none"> - Produce cash forecast - Produce Budget 	<ul style="list-style-type: none"> - Improve Credit Control - Investigate DD Gocardless 	HG	15/01
Go Paperless	<ul style="list-style-type: none"> - Look at where we use paper and eliminate 	<ul style="list-style-type: none"> - Talk to accountant about automating our bookkeeping 	WW	31/01

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Notes on completing your plan:

Section 1

Values - What is it you believe in? – what sets you apart from your competitors – your values are what defines you as a business.

Vision - What do you want to achieve in 2022, what will your business look like when you get out the other side.

Section 2

Your Goals

Personal - What do you want to achieve personally – this can be anything more money, more health, more time..

Business - What are your specific business goals for 2022. Linked into your Vision these are the specific goals you want to achieve that will deliver your vision.

Section 3

Budget

Use this section to outline your budget for 2022, broken into quarters – what do you want to achieve for 2022 and where do you want to be in total for the year.

Section 4

Key Opportunities – What are the things that you could potentially take advantage of next year

Key Threats – What are the things you will need to be aware of and avoid in 2022

Section 5

Goals – use this to create your SMART goals for 2022

2020 Goals – taken from your business goals outlined in Section 2 these are the big things you wish to achieve

Q1 Actions – What will you achieve in Q1 or the first 90 days **30 Day Actions** – what will you achieve in the next 30 days

Who – Who will do these actions?

When – when will they be done by.