



2025 Business Growth Planning Worksheet



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1. Reflect on 2024 Accomplishments

- What were your biggest achievements in 2024?
- What are you most proud of?
- What lessons did you learn from challenges or setbacks?

2. Define Your Vision for 2025

- What does success look like for you by the end of 2025?
- Describe your ideal business operations, team structure, and personal work-life balance.
- How do you want your business to feel for you and your clients/customers?

3. Set Clear Business Goals

- List your top 3-5 business goals for 2025 (e.g., revenue

targets, team growth, launching new products or services).

- **For each goal, identify the specific steps required to achieve it.**

4. Establish Healthy Boundaries

- **What boundaries do you need to set to protect your time and energy?**

(e.g., work hours, client interactions, social media limits).

- **What strategies will help you enforce these boundaries consistently?**

5. Analyze Current Systems

- **What processes or systems are currently working well in your business?**

- **What feels outdated, inefficient, or in need of improvement?**

- **How much time are you spending on repetitive tasks?**

6. Identify Areas for Improvement

- **Which areas of your business need the most attention (e.g., marketing, client management, operations)?**

- **What gaps exist in your team, tools, or processes?**

7. Create New Systems

- **What new systems can you implement to address inefficiencies?**

(e.g., automation tools, standard operating procedures, team workflows).

- **How will you document these new systems for consistency and scalability?**

8. Delegate and Automate

- **Which tasks can you delegate or automate?**

- **Who will handle delegated tasks (e.g., virtual assistants, contractors)?**

- **What tools can you use to automate repetitive tasks (e.g., email scheduling, invoicing, CRM systems)?**

9. Set Key Milestones

- **What key milestones will help you track progress toward your 2025 goals?**

(e.g., quarterly revenue targets, product launch deadlines, hiring dates).

- **How will you celebrate each milestone to stay motivated?**

10. Develop an Accountability Plan

- **How will you hold yourself accountable for achieving your goals?**

(e.g., weekly check-ins, working with a coach, joining a mastermind group).

- **Who can you partner with to support your accountability (e.g., business partner, mentor)?**

Feel free to use this worksheet to guide your planning process and set yourself up for success in 2025!