



Activity 13: 90-Day Goals for Developing Business Skills

Name: _____ Class _____ Date: _____

As discussed in Lesson 7, developing your entrepreneurial skills is essential for future business success. Some good ways to improve your skills are:

- Learn by trial and error.
- Take a class or course in school.
- Find a mentor.
- Serve as an intern.
- Observe a more experienced entrepreneur.
- Read books, magazines, and trade publications.
- Do research on the Internet.

Instructions:

In the left column in the table you may download below, we have listed five key skills you will need in order to run a successful business. As you read each of the five key skills, think of ways you could work on developing each skill during the next 3 months. Then write at least three 90-day goals for improving each skill. (For ideas, refer to the above list of seven ways to improve your entrepreneurial skills.)

Remember that goals are only wishes until you make them specific, measurable, and time related. It is not enough to say your goal is to “read some books.” Give yourself a target to aim at. For example, you might say, “Read the book *Start Small, Finish Big* by October 30.”

Essential SKILLS	Specific, measurable GOALS	Completion DATE
Sales & marketing skills	1	
	2	
	3	
Financial management skills	1	
	2	
	3	

(This is a fill-in PDF form. You may type your answers into the blanks, then print. Or you may print the form and fill it in by hand. For course credit, submit the form to your teacher.)

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SKILLS	GOALS	DATE
Administrative skills	1	
	2	
	3	
Time management skills	1	
	2	
	3	
Skills related to my chosen field of business	1	
	2	
	3	

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