



# SHIFTING GEARS

Five Steps to Accelerate Your Business Success

**WORKBOOK | RICHARD BOLTON**



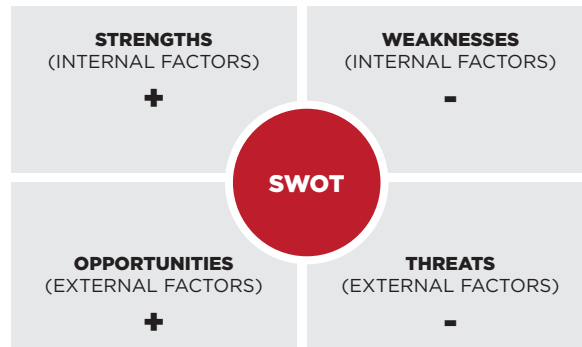
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## START LINE

Business Growth: Areas of Importance



### 1st Gear: REVIEW



STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS



## 2nd Gear:

### VISION

GOAL:				
SPECIFIC	MEASURABLE	ACTION ORIENTED	REALISTIC	TIME SPECIFIC
What do we want to accomplish?	How much? How many?	How can the goal be accomplished?	Does this seem worthwhile?	When?
Target a specific area for improvement.	Make it Quantifiable.	Goals should be achievable.	Is this the right time? Applicability	Goals should be linked to a timeframe that creates a practical sense of urgency.

## 3rd Gear:

### STRATEGY

GOAL:		
STRATEGIES BRIEFLY IDENTIFY & DESCRIBE	TACTICS	SUCCESS MEASUREMENT EXPECTATIONS/RESULT/KPI



## 4th Gear: EXECUTE

YEAR ONE:														
STRATEGY TACTICS	PEOPLE	DEADLINE	J	F	M	A	M	J	J	A	S	O	N	D

## 5th Gear: SUCCESS

GOAL	MILESTONE DATES	SUCCESS MEASUREMENT EXPECTED RESULTS/KPI	ACTUAL RESULTS	LESSONS LEARNED

## FINISH LINE

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*Driving Business Growth*