TEMPLATE

ANNUAL BUSINESS REVIEW

YOUR LOGO

Look back on the year, decide what to change and set goals for the next one.

THE YEAR IN NUMBERS

MEASURE	LAST YEAR	THIS YEAR	CHANGE
Revenue			
Jobs completed			
Average job value			
New customers			
Repeat customers			
Reviews received			
Team size			

WHAT WENT WELL

WINS WE ARE PROUD OF

BEST JOBS OF THE YEAR

WHAT CUSTOMERS PRAISED

WHAT TO CHANGE

WHAT COST US TIME OR MONEY

WHERE LEADS SLIPPED THROUGH

WHAT WE WOULD DO DIFFERENTLY

NEXT YEAR

GOAL	MEASURE	OWNER	BY WHEN

INVESTMENTS PLANNED (PEOPLE, TOOLS, MARKETING)

TRAINING AND CERTIFICATIONS