**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11953&utm_source=template-word&utm_medium=content&utm_campaign=Simple+Annual+Plan-word-11953&lpa=Simple+Annual+Plan+word+11953)SIMPLE ANNUAL PLAN TEMPLATE**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COMPANY / ORGANIZATION NAME | |  | | DATE | |  | |  | |  | |  | |  | |  |
| Name | | |  | | MM/DD/YY | | | | | | | |  |  |  | |
| OVERVIEW |  |  | |  | |  | |  | |  | |  | |  | |  |
| MISSION AND VALUES | Describe the company mission and values. | | | | | | | | | | | | | | | |
| STRATEGIES |  |  | |  | |  | |  | |  | |  | |  | | | |  |
| MARKET FOCUS | Describe the market focus. | | | | | | | | | | | | | | | |
| OPERATIONAL FOCUS | Describe the operational focus. | | | | | | | | | | | | | | | |
| SALES FOCUS | Describe the sales focus. | | | | | | | | | | | | | | | |
| GLOBAL PRIORITIES | | |  | |  | |  | |  | |  | |  |  | |  |
| GOALS | OBJECTIVES | TIME FRAME | | | | | | | | OWNER NAME | | BUDGET | | STATUS | | TEAM |
| Q1 | | Q2 | | Q3 | | Q4 | |
| Achievement plans | Actions |  | |  | |  | |  | | Name | | $ | | **ON TRACK** | | Name |
|  |  |  | |  | |  | |  | |  | |  | | **NEEDS ATTENTION** | |  |
|  |  |  | |  | |  | |  | |  | |  | | **DONE** | |  |
|  |  |  | |  | |  | |  | |  | |  | | **DONE** | |  |
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