



## **YOUR DIGITAL SOLUTIONS BLUEPRINT**

---

We will enhance your technical skills by creating a Productivity Plan for your success.

# **Technology Business Plan**

By

---

2019

## GOAL SETTING

NOW	DURATION	WHERE
STRATEGIES	ACTION PLANS	TIMING (Who & When)

### BENEFITS

The advantages of a ***S.M.A.R.T. Goal Technology Business Plan*** are:

1. It creates a strategic plan of action to incorporate **technology** into your Business Plan.
2. It can be automated and systematic using technology.
3. It can transform your business and make your business more productive and efficient.
4. It can be FREE or cost you nominal based on the number of users and storage, which increases your profitability.

### NOW

Summarize your current situation. You should be able to fit up to ten key points. To be concise you need a clear understanding of the key

elements needed to achieve the goal.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Where are you now on any given issue?

Which of the ten accurately describe your issue right now?

#### **DURATION**

What time frame are you giving this plan? Be realistic.

- A year?
- A week?
- A day?
- An hour?

#### **WHERE**

- What is your vision?
- Where would you like to be in the future?
- What is your business statement?
- What is your competitive advantage?
- What are your key objectives?
  - 1.
  - 2.
  - 3.

## **STRATEGIES**

What are the three or four strategies that you need to work on in the duration? These strategies need to be clearly outlined with well chosen points.

- 1.
- 2.
- 3.
- 4.

## **ACTION PLANS**

In this section, list what is to be done. Normally you should be able to list ten specific actions. There is no need to put every detailed step into the action plan, just the important ones. Treat this list as if you had to delegate the task to someone else, and highlight the important items.

#1

#2

#3

#4

#5

#6

#7

#8

#9

#10

## **TIMING**

Every plan must have some accountability. If working in a team, who is responsible for each action item and by when?

DELEGATION BY TASK:

- To Whom?
- By When?



## **Instructions for Use of the G-Suite Apps for Business:**

Step 1 - Create a FREE GMAIL (Google) account

Step 2 - Upgrade to G-Suite: Google Apps for Business (Optional - \$5+/user/month)

Step 3 - Create Contacts or Import Contacts (Organize Contacts into "Circles"/Groups)

Step 4 - Create a Calendar (Business and Personal)

Step 5 - Create Folders and Documents in Google Drive

- ★ Documents
- ★ Forms
- ★ Slides
- ★ Sheets
- ★ Drawings
- ★ Keep

Step 6 - Create a YouTube account/YouTube channel

Step 7 - Create a Google Voice account (Optional - Port your current phone number)

Step 8 - Setup Google Hangouts, Duo, Meet (Video Calling)

Step 9 - Setup Google Sites (Website templates available)

Step 10 - Sign up for and Install \*Google Apps in Google Chrome (Chrome Store)

Step 11 - Setup Google+

Step 12 - SYNCHRONIZE your computer, tablet and smartphone

\*Google Apps is FREE for the 1st 10 Users.

# **APPS FOR SMALL BUSINESS**

- 1. Dropbox**
- 2. Evernote**
- 3. Facebook**
- 4. LinkedIn**
- 5. Twitter (Periscope)**
- 6. Instagram (IGTV)**
- 7. Pinterest**
- 8. HootSuite**
- 9. DocuSign**
- 10. Skype**
- 11. WhatsApp**
- 12. Marco Polo**
- 13. Canva**
- 14. PayPal**

**15. CashApp**

**16. ZELLE**

**17. Vimeo**

**18. Asana**

**19. MailChimp**

**20. Eventbrite**