

April – June 2015

Future Focus trigger card	Specific goal	Action steps	Dates / Deadlines	Completed	
use or develop my IT skills	Learn WordPress	Download WP	Easter	√	
		Practise on dummy site	7-21 Apr	√	
		Get some tutoring from KH	23 Apr	√	
	Use WordPress for FF website update		Sort domain name, template etc	May	
			Develop website draft	May	
			Check with designer	End May	
			Test on friends / family	June	
			Go live	July	
build or renovate a property	Kitchen upgrade	Visit Parnell design place for ideas	18 Apr	√	
		Gather photos of preferred concepts	Apr / May		
		Contact kitchen designer / s	11 May		
		Find alternate office space for when builders here	May	√	
		Visit Kitchen Studio & Kitchen Things	19 May		
		Research new white ware	May		
		Flooring?? – find options	May		
		Finalise design & costs			
		etc			
design or develop a new product or service	Develop an Intro to FF Cards workshop	First draft of key points	1 st week May	√	
		Test draft on new user	8 May	√	
		Refine content	2 nd week May		
		Develop user materials	2 nd week May		