


Ergeon Inc

548 Market St #50929
 San Francisco, CA 94104
 +1 6503004854
 payables@ergeon.com

DocuSigned by:



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12/2/2021 | 3:30 PM PST


INVOICE**BILL TO**

S.K. Nose
 2712 Soho Ln, Fairfield, CA
 94533, USA

SHIP TO

S.K. Nose
 2712 Soho Ln, Fairfield, CA
 94533, USA

INVOICE # 9945**DATE** 08/27/2021**DUE DATE** 08/27/2021**TERMS** Due on receipt

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/27/2021	Fence Campaign	Order_134488_ - 1 - Single Gate; 3' Wide Picture Frame BoB with Lattice with a Finish Height of 6' built with Redwood Con Common Pickets and 4"x4" PT Brown Stained Posts and a Standard Self-Closing Latch Kit with Dual Access	1	591.00	591.00
08/27/2021	Fence Campaign	Order_134488_ - 2 - Extra Labor For Working Next To Concrete.	1	119.00	119.00
08/27/2021	Fence Campaign	Order_134488_ - 3 - Special Soil Conditions Surcharge	1	25.00	25.00
08/27/2021	Fence Campaign	Order_134488_ - 4 - Small Project Overhead	1	474.00	474.00
08/27/2021	Discount	Order_134488_ - 5 - Sales discount, Neighbor will pay 200\$: https://ergeon.pipedrive.com/deal/86164	1	-200.00	-200.00
08/27/2021	Fence Campaign	Order_134488_ - Side A - 1.5 ft - Finish Height of 6'; Picture Frame with 1"x1"s full frame, Board on Board, Flat Top 1"x6" Redwood Con Common Pickets, 4"x4" PT Brown Stained Posts with Zero Reveal and 8" PT Brown Stained Kick Board, 3 PT Brown Stained 2"x4" Rails, and with 1' Diagonal Lattice, Demo and Debris Removal, Exact measure is of 16 inches.	1	151.00	151.00
08/27/2021	Fence Campaign	Order_134488_ - Side B - 1.5 ft - Finish Height of 6'; Picture Frame with 1"x1"s full frame, Board on Board, Flat Top 1"x6" Redwood Con Common Pickets, 4"x4" PT Brown Stained Posts with Zero Reveal and 8" PT Brown Stained Kick Board, 3 PT Brown Stained 2"x4" Rails, and with 1' Diagonal Lattice, Demo and Debris Removal, Exact	1	151.00	151.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
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measure is of 16 inches.

BALANCE DUE

\$1,311.00



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[Handwritten signatures]
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12/2/2021 | 3:30 PM PST

Payment receipt

You paid \$1,311.00

to Ergeon Inc on undefined

Invoice no.	9945
Invoice amount	\$1,311.00
Total	\$1,311.00

Payment method

Authorization ID

UNDEFINED

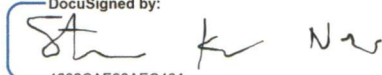
Thank you

Ergeon Inc

1 6503004854

<https://www.ergeon.com/> | payables@ergeon.com

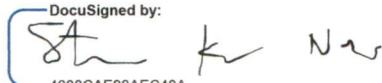
548 Market St

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12/2/2021 | 3:30 PM PST



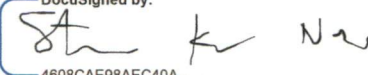
Brandon Kelly United States

DocuSigned by:

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12/2/2021 | 3:30 PM PST

Billed To	Date of Issue	Invoice Number	Amount Due (USD)
Steven Knose	08/10/2021	0000001	\$0.00
United States	Due Date		
	09/09/2021		

Description	Rate	Qty	Line Total
Tile Renovation Removal of 3 tiles and grout. Reinstallation of tiling and spacing with application of fresh grout.	\$100.00	1	\$100.00
	Subtotal		100.00
	Tax		0.00
	Total		100.00
	Amount Paid		100.00
	Amount Due (USD)		\$0.00

Notes
NOTE: Do not use or come in contact with water or pressure.
Terms
If not fully satisfied, within one week full refund is available.

DocuSigned by:

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12/2/2021 | 3:30 PM PST

5348

PLUMBING WORK ORDER/INVOICE



C & C PLUMBING & CONSTRUCTION

Lic. #982867
 P.O. Box 262
 FAIRFIELD, CA 94533

(707) 434-1355

DATE ORDERED: 8/13/21
 DATE SCHEDULED: 1/1/21

CHECK LIST	QTY.	ITEM OR PART DESCRIPTION	UNIT	AMOUNT
<input type="checkbox"/> WATER HEATER				
<input type="checkbox"/> ELEMENTS				
<input type="checkbox"/> THERMOSTAT				
<input type="checkbox"/> RELIEF VALVE				
<input type="checkbox"/> DIP TUBE				
<input type="checkbox"/> ELECTRICAL CONNL				
<input type="checkbox"/> GAS WATER HEATER				
<input type="checkbox"/> THERMOCOUPLE				
<input type="checkbox"/> BURNER				
<input type="checkbox"/> CONTROL (GAS)				
<input type="checkbox"/> FLUE PIPE				
<input type="checkbox"/> RELIEF VALVE				
<input type="checkbox"/> TOILET				
<input type="checkbox"/> BALL COCK				
<input type="checkbox"/> FLAPPER				
<input type="checkbox"/> SUPPLY LINE				
<input type="checkbox"/> WAX SEAL & CLOSET BOLTS				
TOTAL MATERIALS				

NAME: Steven Nose
 STREET: 2712 Soho Lane
 CITY: Fairfield CA
 STATE: CA ZIP: 94533
 MAKE: MODEL: SERIAL NUMBER:

WARRANTY
 CONTRACT
 SERVICE CONTRACT
 NORMAL
 RES. COMM.

CHECK LIST	DESCRIPTION OF WORK / SERVICE	AMOUNT
<input type="checkbox"/> DRAIN CLEANING		
<input type="checkbox"/> KITCHEN SINK		
<input type="checkbox"/> WASHER LINE		
<input type="checkbox"/> MAIN LINE		
<input type="checkbox"/> LAVATORY LINE		
<input type="checkbox"/> TUB OR SHOWER		
<input type="checkbox"/> KITCHEN SINK	* Remove kitchen faucet, disconnect dishwasher, disconnect water supply lines for hot/cold, remove drainpipes and garbage disposal, in order to remove kitchen sink. Install new sealant around base of sink and faucet. Reinstall sink, faucet, garbage disposal, drainpipes	\$ 1,200.00
<input type="checkbox"/> TUB & SHOWER	* Install new ball valve & flapper for hallway toilet	\$ 280.00
<input type="checkbox"/> TUB & SHOWER	* Install new sealant for master bath tub/shower	\$ 140.00

CHECK LIST	LABOR	HRS.	RATE	AMOUNT	TERMS
<input type="checkbox"/> NEW CONSTRUCTION					
<input type="checkbox"/> CRAWL SPACE ROUGH DRAINAGE					
<input type="checkbox"/> P.S.I.					
<input type="checkbox"/> SLAB ROUGH DRAINAGE					
<input type="checkbox"/> P.S.I.					
<input type="checkbox"/> TOP OUT DRAINAGE					
<input type="checkbox"/> P.S.I.					
<input type="checkbox"/> SEWER OR SEPTIC DRAINAGE					
<input type="checkbox"/> WATER					
<input type="checkbox"/> P.S.I.					
<input type="checkbox"/> PRESSURE REGULATOR					
<input type="checkbox"/> BOOSTER PUMP					
<input type="checkbox"/> FINAL					
<input type="checkbox"/> COMMERCIAL REPAIR					
<input type="checkbox"/> FLOOR DRAINS					
<input type="checkbox"/> DRAINAGE BOOSTER					
<input type="checkbox"/> GREASE TRAP					
TOTAL LABOR					
RECOMMENDATIONS					

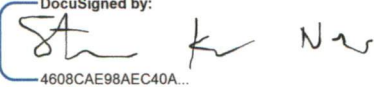
PAID IN FULL
 8/13/21

WORK ORDERED BY: _____
 I hereby acknowledge the satisfactory completion of the above described work.
 SIGNATURE: _____ DATE: _____

Thank You

TOTAL MATERIALS	
TOTAL LABOR	
TAX	
OTHER CHARGES	
TOTAL	1,620.00

PRODUCT 8535

DocuSigned by:

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12/2/2021 | 3:30 PM PST



BEGIN Content= Activity.Content BEGIN Content= Common.Content
Error
END Content= Common.Content

Payment Details

Payment Details

\$3,400 Sent

JD

BEGIN Content= Activity.Content OR SendMoney.Content based on condition
Confirmation #: 832638056

- To: Julio Diaz (Green Diaz Construction, Inc.) at greendiaz705@gmail.com
- From: First Republic Bank, ATM Rebate Checking, #####4421
- Sent: Today
- Deposited: Today
- Speed: Within Minutes
- Reason: waterproof front porch, reseal, paint, clean mildew if any @ crawl space; clean, inspect soffit vents abc
- Payment ID: 2110GEURVJPA

END Content= Activity.Content OR SendMoney.Content based on condition

[Back](#)

END Content= Activity.Content


Session Time Out Warning

Your session will close in 2 minute(s).

[KEEP WORKING](#)

[SIGN OUT](#)

GREEN DIAZ CONSTRUCTION

DocuSigned by:

4608CAE98AEC40A...

12/2/2021 | 3:30 PM PST

From: Diaz Green (greendiaz705@gmail.com)

To:

Date: Sunday, September 26, 2021, 07:24 PM PDT

Home improvement contract

This Agreement, dated September 26, 2021, is between:

The Notice of cancellation may be nailed to the address of the contractor as shown below:

GREEN DIAZ CONSTRUCTION, INC.	AND	Steven K. Nose
(Contractor's Name)		(owner's Name)
Lic.#1060718		2712 Soho Ln
(Contractor's License Number)		(Job Address)
2718 Rheem Ave.		Fairfield, CA 94533
(contractor's Address)		(Clty, State & Zip)
Richmond, CA 94804		
(Clty, State & Zip)		
415-933-4115		
Contractor's telephone)		
	(Home telephone)	(work Telephone)
	(Cell Phone)	(Fax Number)

Description of the project and description of the significant Material to be used and Equipment to be installed:

Contractor will furnish all labor and material to construct and complete in a good, workmanlike and substantial manner:

See attached continuation/ addendum for description of work

For fixing a water leak in an existing deck leanding in front of the house, and painting the existing color on the wall, and cleaning the existing trim underneath the landing, including cleaning and painting on top of the garage door in the back of the property including using the same paint color, including labor materials and garbage.

Also clean underside of deck in crawl space if there is mildew/ mold.

Mr. Steven Nose
2712 Soho Ln, Fairfield, CA 94533

Approximate Start date: 09/27/21

Approximate completion: Date: 09/29/21

All start and completion dates are approximate. (see additional terms and conditions on the reverse side).

The work to be performed under this contract shall be commenced on an approximate start date as long as any required building permits are received and any agreed upon funds are paid to the Contractor. The project will be completed by approximate completion date.

Contract price: \$ 3,400

Down payment:\$400

Contract price is subject to additions and deductions pursuant to changes agreed upon in writing by the parties and subject to allowances. THE DOWN PAYMENT MAY NOT EXCEED \$1,000 OR 10% OF THE CONTRACT PRICE, WHICHEVER IS LESS. SCHEDULE OF PROGRESS PAYMENTS: The schedule of progress payments must specifically describe each phase of work, including the type and amount of work or services scheduled to be supplied in each phase, along with the amount of each proposed progress payment.

IT IS AGAINST THE LAW FOR A CONTRACTOR TO COLLECT PAYMENT FOR WORK NOT YET COMPLETED OR FOR MATERIAL NOT YET DELIVERED. HOW EVER, A CONTRACTOR MAY REQUIRE A DOWNPAYMENT.

(work or service to be performed or materials to be supplied) **AMOUNT**

- 1. Down payment \$400
- 2. After preparation \$2,000
- 3. Complete work \$ 1,000

Total price \$3,400

Upon satisfactory payment being made for any portion of the work performed, the contractor shall, prior to any further payment being made, furnish to the person contracting for the home improvement work a full and unconditional release from any claim or mechanic's lien pursuant to Section 3114 of the Civil Code for that portion of the work for which payment has been made.

Contractor's may, if requested, refer the owner to a finance company, but any negotiation or arrangements between owner and finance company is the owner's sole responsibility. Unless specifically stated above that this Agreement is subject to approval of financing.

List of documents to be incorporated into the contract: Noticed concerning commercial general liability insurance (CGL); Notice concerning worker's compensation insurance; Arbitration of Disputes; Notice of Cancellation; Cancellation; Mechanics Lien warning ; Information about Contractors State License Board, Checklist for Homeowners. A notice concerning Commercial General Liability Insurance is attached to this contract. A notice concerning Workers' Compensation Insurance is attached to this contract. (list any additional attachments):

Owners acknowledges receipt of a fully completed copy of this agreement and all documents listed above:

ARBITRATION

Owner: Initial this box if you agree to arbitration. Review the "Arbitration of Disputes" Section attached.

RIGHT TO CANEL

The law requires that the contractor give you a notice explaining your right to to cancel. Initial the checkbox if the Contractor has given you a "notice of the 3 day cancel"

You are entitled to a completely filled in copy of this agreement, signed by both you and the contractor, before any work may be started.

X Steve For No 09/26/2021
 (owner's signature) (date)

X _____
 (salesperson's Signature) (date)

X _____

State Registration Number

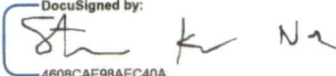


ROOFMASTERS
247 Benton Ct.
Suisun, Ca. 94585

Phone: 707-447-7663
Fax: 707-671-7297

INSPECTION
08/10/2021

Windy Russell
Plata Realty Group
2712 Soho Lane
Fairfield, CA 94533 (707) 452-3774

DocuSigned by:

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8/11/2021 | 3:25 PM PDT

INSPECTION

Date of inspection: 8/9/21
Roof type: TILE
Age of roof: 10-15 YEARS
Roof condition: FAIR
Walk on: YES
Detached buildings inspected: NO
Interior inspected: NO
Evidence of leakage: UNKNOWN

With the recommended repairs below, this roof should be serviceable for approximately 3 years.

- Replace (2) previously sealed field tiles.
- Install flashband at peak and/or transitions.
- Extend (1) 2" ABS and replace jack.
- Seal storm collar.
- Install flashing at jack, where seal is deteriorated.
- Clear bird droppings at surface of roof.

NOTE: Excessive bird droppings were found and need to be cleared from roof. This appears to be from excessive activity at neighboring unit, located at 2716.

NOTE: This inspection is only the professional opinion of our company and is not a guarantee. If we did not install the above roof, we offer no guarantees other than those written above. We assume no liabilities for any unforeseen damage or leakage that may occur. If a certification or guarantee is needed, it may be purchased for an additional fee.

TOTAL

\$750.00

Invoice



Invoice Date	Invoice
August 10, 2021	21453
Due Date	Sales Rep
Upon Receipt	Justin Cruz

Bill To:
Plata Realty Group - Windy Russell
 2712 Soho Lane
 Fairfield, CA 94533

Contract

Description	Amount
ROOF INSPECTION	\$95.00
Total Contract: \$95.00	

Remit Payment to:

ROOFMASTERS
 247 Benton Ct.
 Suisun, Ca. 94585

707-447-7663

DocuSigned by:

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8/11/2021 | 3:25 PM PDT

Invoiced Total:	\$95.00
Payments/Credits:	\$0.00
Balance Due:	\$95.00

Invoice



Bill To:
Plata Realty Group - Windy Russell
 , CA

Location Address:
 2712 Soho Lane
 Fairfield, CA 94533

DocuSigned by:

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 12/2/2021 | 3:30 PM PST

Invoice Date	Invoice
August 20, 2021	21453
Due Date	Sales Rep
Upon Receipt	Justin Cruz

Contract

Description	Amount
ROOF INSPECTION	\$95.00
ROOF REPAIRS PER INSPECTION	\$750.00
Total Contract: \$845.00	

Remit Payment to:

ROOFMASTERS
 247 Benton Ct.
 Suisun, Ca. 94585

707-447-7663

Invoiced Total:	\$845.00
Payments/Credits:	
09/10/2021	\$750.00
08/11/2021	\$95.00
Total Received:	\$845.00
Balance Due:	\$0.00

GOLDEN STATE CONTRACTORS, CO.

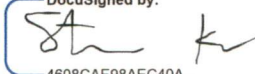
806 Caribbean Court, Concord, Ca.94518
(925) 676-7703; FAX (925) 969-1066

ROOFING SPECIALISTS

State Lic.#C-39 562486

Tile roof repair proposal:051102

Page(s): 1

DocuSigned by:

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Date: May 11, 2021

12/2/2021 | 3:30 PM PST

Proposal Submitted To	Work To Be Performed At
Name: Mr. Steve Kiyasu Nose	Address: Same
Address: 2712 Soho Lane	City/State:
City/State: Fairfield, ca.94533	Date of Plans:
Telephone Home:	Architect:

We propose to do the following and furnish all the materials and labor for repair tile roof

1. Remove roof tiles both side of roof to wall that is located 2712 & 2716 lower roof west, south facing forward garage door.
2. Clean up all debris over metal flashing roof to wall area.
3. Clean up first course roof tiles.
4. Replace two metal roof tiles. (there is no guaranty to match roof tile color)
5. Clean up all debris caused by our work.
6. Any changes or additions to the above list of materials or labor are not included in the estimate or warranty.

We Propose to furnish material and labor – complete in accordance with the above specifications, for the sum of

One thousand Eight hundred fifty and no/100 dollars.	\$1,850.000
Payment to be made as follows: Full payment upon completion of job	

“NOTICE TO OWNER”

Under the Mechanic’s Lien Law, any contractor, subcontractor, laborer, materialperson or other person who helps to improve your property and is not paid for his labor services or material, has the right to enforce his claim against your property.

Under the law, you may protect yourself against such claim by filing, before commencing such work of improvement, an original contract for the work of improvement of a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor’s payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract

Authorized Signature:

Date: May 11, 2021

This proposal may be withdrawn by us if not accepted within 10 days

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above.

Signature: 

Date: May 11, 2021

Signature:

GOLDEN STATE CONTRACTORS, CO.

806 Caribbean Court, Concord, Ca.94518

(925) 676-7703; FAX (925) 969-1066




Tile roof repair proposal:051101

Page(s): 1

ROOFING SPECIALISTS

State Lic.#C-39 562486

DocuSigned by:

  
4608CAE98AEC40A...

Date: June 23, 2021

12/2/2021 | 3:30 PM PST

Proposal Submitted To	Work To Be Performed At
Name: Mr. Steve Kiyasu Nose	Address: Same
Address: 2712 Soho Lane	City/State:
City/State: Fairfield, ca.94533	Date of Plans:
Telephone Home: (925) 770-1066	Architect:

We propose to do the following and furnish all the materials and labor for repair tile roof

1. Remove roof tiles both side of roof to wall that is located 2712 & 2716 lower roof facing to the Entrance way. (1/2 of the lower roof).
2. Clean up all debris over metal flashing roof to wall area.
3. Seal on the roof to wall metal flashing.
4. Replace back roof tiles. (There is no guaranty to match roof tile color)
5. Clean up two gutters apr.6' each that is located entrance way.
6. Clean up all debris caused by our work.
7. Any changes or additions to the above list of materials or labor are not included in the estimate or warranty.

We Propose to furnish material and labor – complete in accordance with the above specifications, for the sum of

Two thousand one hundred and no/ 100 dollars.	\$2,100.00
Payment to be made as follows: Full payment upon completion of job	

“NOTICE TO OWNER”

Under the Mechanic’s Lien Law, any contractor, subcontractor, laborer, materialperson or other person who helps to improve your property and is not paid for his labor services or material, has the right to enforce his claim against your property.

Under the law, you may protect yourself against such claim by filing, before commencing such work of improvement, an original contract for the work of improvement of a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor’s payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract

Authorized Signature:

Date: June 23, 2021

This proposal may be withdrawn by us if not accepted within 10 days

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above.

Signature: 

Date: 06/ 23/ 2021

Signature:

Pro Tip: 2022 is Nearly Here. Do You Have a Business Plan?

Most people generally overcomplicate the idea of business planning. We think business planning is really big and scary, but international real estate speaker and consultant Valerie Garcia breaks it down and explains that effective business planning is simply just learning how to manage your time and your money so you can achieve your goals.

Garcia says with five simple steps, you can create an effective business plan to help you reach your goals next year.

Step 1: Set Your Course. It's difficult to know where you're going if you don't know where you're starting from. Garcia likes to think of this like a road trip. Figure out what path you're going to take, have a look at the map and figure out what you already have at your disposal. Her favorite way to do this is by doing a SWOT analysis.

If you're not familiar with a SWOT analysis, it stands for Strengths, Weaknesses, Opportunities and Threats. To get started, take a blank piece of paper and divide it into four sections. Label each section starting with Strengths in the upper left-hand corner, Weaknesses in the upper right-hand corner, Opportunities in the bottom left-hand corner and Threats in the bottom right-hand corner.

Each area helps pinpoint where you're starting and where you should be focusing.

Strengths are the things you are naturally good at; areas in your business where you're already strong, resources you can tap into. Examples include being good at networking, really organized, great time management skills, strong database of past and current clients or having a great team.

Weaknesses are things you could improve upon, things to learn or resources you're missing. Garcia says it's usually easy to think of these. Examples of weaknesses can be spending too much time on social media, not tech savvy enough, missing resources or delegating tasks.

Threats are the things that impact your business that you cannot control. Examples of threats are the housing or stock market, personal issues, the pandemic or the weather. Garcia says you don't need to plan around threats, but it's important to factor them in.

Opportunities are the flip side of weaknesses. These are the things to learn or to cultivate. Everything from the weaknesses box can go straight over to the opportunities box to help you reach your goals. They could be skills you want to learn or relationships to foster.

Step 2: Review. Now that you know where you're starting from, what you're working with and what you need to work on, you can see where you're at. According to Garcia, this is the painful part for most people and the part of a business plan that most people don't want to do. However, having a successful business plan means looking back and having a solid foundation.

To start the review, you have to look at two things: where does your money come from and where does your money go? Garcia has an entire workbook she's provided for California REALTORS® which includes a worksheet to look at your income producing activities.

She recommends looking back over the last one to two years and identifying where your buyers and sellers came from. Were they repeat clients, referrals from past clients, from farming, open houses, networking events, etc. Put a check mark for each client into one of the boxes. Some of the boxes will have a lot of check marks and others may not have any. Both of these are areas for opportunities – either to do more or to start working that area of your business.

Next, review your business expenses. It is very difficult to have a solid business plan that will help your business grow and be more successful if you don't figure out where your money is going. Another chart Garcia offers in her workbook itemizes the various components needed to operate your business: membership dues for professional organizations, entertainment expenses, conferences, technology, travel, auto, etc. Look at each category and write down the monthly, annual and projected expenses for each.

Garcia says this is the critical part of business planning because it helps you figure out what you have to bring in to stay in business and where your opportunities are in terms of profit.

Without looking at your money in and money out, you won't be able to successfully implement step three because your goals won't be rooted in reality.

Step 3: Set goals. Garcia says her clients always love this part of business planning and want to immediately start writing down goals. However, there are a couple of things to remember before writing goals that will keep you from falling into creating goals that are gigantic and nonspecific. Before jumping into goal writing, think about these four words.

1. **Specific:** We don't buy plane tickets to wherever. We have a specific destination. Setting a broad goal, such as writing a book, sets us up for failure. Be more specific, like write 500 words a day or write for 20 minutes a day.
2. **Smaller:** Break down the goals into smaller goals. The smaller the pieces the better. Smaller pieces become daily routines you can accomplish.
3. **Stretch:** Stretch your goals and push yourself out of your comfort zone. Saying you're going to do more of something or be better at something gives you a lot of leeway to cheat or let yourself off the hook.
4. **Visible.** Make your goals visible. Write them down and post them by your computer. Don't write them in a notebook and put it in a drawer. Out of sight, out of mind. When you don't make your goals visible, there's no accountability. Get an accountability partner. Write down who is going to hold you accountable and how they're going to do it.

Now it's time to write the goals. Garcia says you should create both personal and professional goals. You're not just a professional; you're a human. You have interests, hobbies and friends. So create goals that benefit you all around.

According to Garcia, this is where most people stop and think their business planning is complete. However, Garcia emphasizes not stopping there because it means there is less of a chance you'll achieve your goals because you don't have the last two steps: Focus and Managing Your Time.

You can learn about these last two steps and get the link to Garcia's free workbook by watching her session from C.A.R.'s 2021 REImagine Conference at reimagineexpo.org. The session is available to watch, for free, on demand until Dec. 31, 2021.