

Goal Setting 101

How to establish your goals

Use the worksheet below to turn your goals into concrete, specific action items. The goal (no pun intended!) is to move from your goal to creating action items that you can do tomorrow – if the action item can't be done tomorrow because there are other things you have to do first, then you haven't gotten small enough. This worksheet will help you do that.

Goal: _____

How will you know you have achieved your goal (i.e. I've published my first book, I've made \$200,000 this year, I've taken 5 weeks of vacation off)?

How will you achieve this goal? What steps do you need to take? What steps within steps do you need to take? This part of the worksheet continues on to the next page. Make as many copies of page 2 as you need in order to specify your tasks.

Step 1 _____

Substeps for Step 1 _____

Step 2 _____

Substeps for Step 2 _____

Step 3 _____

Substeps for Step 3 _____

Step _ _____

Substeps for Step ___ _____

Step _ _____

Substeps for Step ___ _____

Step _ _____

Substeps for Step ___ _____

Step _ _____

Substeps for Step ___ _____

Step _ _____

Substeps for Step ___ _____

