

Goal (ideally with a year time-frame):

Potential Problem & Possible Solutions:

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Why is this goal important to me?

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Smart Checklist:

- Specific- goal written clearly and well-defined?
- Measurable- are precise amounts defined?
- Attainable- is the goal attainable?
- Relevant- is the goal relevant to your work/lifestyle?
- Time-bound- is a specific date for this goal?

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Look at long-term goal above. Break it down into quarters. Write down specific actions for each quarter. It's okay to be a bit vague on specific steps for the 2nd-4th quarters.

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Now take your current quarter. Decide what you need to do for the next three months. You should have specific things that need to be achieved during the next three months.

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Get very, very specific now. Look at what needs done the next month. Write down a list of specific action steps you need to take this month.

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Look at what needs done this month. Write down what needs done this week.

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