

Goal (ideally with a year time-frame):

Potential Problem & Possible Solutions:

Why is this goal important to me?

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?

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.

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.

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.

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