



proper GOALS

How to Set Goals & Achieve Them

WENDAFUL.COM

future GOALS

This Year

3 Years

5 Years

10 Years

mindMAP



goal OVERVIEW

health & fitness

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financial

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home

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family

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travel

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career

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personal

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other

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goal PLANNER

My big goal

Why do I want it

Obstacles & how to overcome them?

I will know I have reached my goal because:

I will measure my progress by:

smart goal CHECKLIST

Specific: write the goal clearly. state what is needed to complete this goal.

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Measurable: how will you know when you've reached this goal? does this goal answer the question of how many, how much and/or how often?

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Achievable: is your goal within what you can accomplish? make sure your goal isn't too extreme but not as easy neither.

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Relevant: set goals that will make a difference in your life right now. are these goals consistent with goals for your long term plan?

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Time-bound: does the goal have a clear and specific completion date?

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break it DOWN

List the specific key steps needed to achieve your goal.

What specific actions do you need to take to achieve your goal? Try to write down each action that you can think of. Set a deadline so you can stay on track.

Goal:

Action Steps

Due

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Goal:

Action Steps

Due

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plan it OUT

What will I do monthly to reach my goals?

january

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february

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march

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april

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may

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june

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july

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august

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september

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october

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november

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december

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plan it OUT

What will I do weekly to reach my goals?

monday

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friday

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tuesday

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saturday

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wednesday

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sunday

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thursday

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notes

Empty rectangular box for notes.

plan it OUT

What will I do daily to reach my goals?

Use the time table below to schedule and block out specific times of the day for you to focus on your goals.

| | |
|------|--|
| 1am | |
| 2am | |
| 3am | |
| 4am | |
| 5am | |
| 6am | |
| 7am | |
| 8am | |
| 9am | |
| 10am | |
| 11am | |
| 12pm | |
| 1pm | |
| 2pm | |
| 3pm | |
| 4pm | |
| 5pm | |
| 6pm | |
| 7pm | |
| 8pm | |
| 9pm | |
| 10pm | |
| 11pm | |
| 12am | |

goals progress REVIEW

Many goals wither away because we stop paying attention to it. Make it a habit to check your progress every month or week. When you constantly remind yourself what your goals are and why they are important to you, you will be more mindful in trying to achieve those goals every day.

Things I did well:

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Things to improve:

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How I overcame my challenges:

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Keep a log daily to keep track of your progress. Write down what you did to get you closer to your goal. Write about how you felt.