



# 7 STEPS OF GOAL SETTING

*the workbook*

## 1. GOAL VERBIAGE: "I \_\_\_\_\_ by M/D/Y."

Ex: I travel to Japan by September 21st, 2018. If your goal sounds more habitual like "going to the gym 3x per week," I'd argue that it's an action plan, not a goal. The goal is the umbrella!

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## 2. WHAT'S YOUR WHY?

A strong why is the most important aspect of Goal Setting. If you get stuck here, I'd recommend you pivot and work on something else. You should know exactly why you want to work on this goal.

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## 3. HOW WILL YOU CELEBRATE?

This has to be a UNIQUE celebration. For example, if your goal is to take a trip, the trip itself cannot be the celebration. It has to be separate!

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## 4. ACTION PLANS

The heart of the goal setting process. These are all the things that you **MUST** do to achieve your goal. Baby steps if you will. Go ahead, make a list, as many as you need!

1. \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_

3. \_\_\_\_\_ Date: \_\_\_\_\_

4. \_\_\_\_\_ Date: \_\_\_\_\_

5. \_\_\_\_\_ Date: \_\_\_\_\_

## 5. SCHEDULING

Each of your action plans need to have a date. Use the space above to the right to assign a date. Also, make sure your goal and action plans are entered into your phone or paper calendar.

## 6. ACCOUNTABILITY

THE MOST IMPORTANT STEP OF ALL!!! Who will be your accountability? You must tell someone what you're up to and they should have a copy of this worksheet. Bonus points if your buddy has goals too! Brainstorm who you might ask and what accountability looks like around this goal.

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## 7. MAINTAIN & HUSTLE

Where will you keep your goals? They're not allowed to die in your journal! Print this worksheet out, place your goals in your workspace and in your bathroom. Where can you place your goals that will keep them focal?

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