



Achieving My Goals Workbook Planner

How to Make the Best Goals

- * **Make Goals Correctly** – Learn about creating SMART goals. These are goals that are *specific, measurable, achievable, realistic* and *timely*. Plus, be sure to write them down. A written goal is more likely to be met than one that's just inside your head.
- * **Break Your Goals Down** – Once you have your big goals, break them down into smaller goals, that is, smaller projects or benchmarks. That way you can check up on yourself to find out if you're on schedule to reach your goals.
- * **Set Up a Schedule** – Once you break down each goal into tiny bits, move them to your calendar. From start to end, add in things to do each day to reach your goals in a timely manner. The idea is to do little things each day to achieve big results.
- * **Persevere** – Don't give up. Stick to the schedule. For example, if you have decided that you're going to write 600 words every day to write a book, don't give up in one week. It's going to take the time to start seeing some great progress, but eventually you'll gain momentum and really notice your success.
- * **Track Your Progress** – Using the benchmarks that you set up when you were making the schedule, make sure that everything you are doing is progressing toward reaching your goal. If you notice issues, tweak them. For example, let's say you every Wednesday you have extra projects to accomplish and struggle with finding time to write 600 words for that book you want to write. Consider writing 700 words each day instead of just 600, and plan to skip writing on Wednesdays. This way you still make the same progress, but don't get overly discouraged on Wednesdays.
- * **Adjust When Needed** – As you track your progress, don't be scared to adjust things as needed. You don't want to cut down on what you're doing unless you're willing to wait longer for the results, but you can adjust how you do things.
- * **Keep a Vision Board** – It always helps when you can visualize what a successful year should look like for you. You can use an old-fashioned pin board, or you can use a platform like Pinterest to make a vision board that shows what success will look like throughout the year.



*** Tell People about Your Goals** – If you don't tell anyone else about your goals, it suggests that you don't believe in them. And if you don't believe in them, they won't happen. If you've done the work to make SMART goals, there is no reason why you can't share your goals with others.

*** Find an Accountability Partner** – It helps greatly if you have someone that will hold you accountable. Find someone with whom you can share your goals, your schedule, those benchmarks, particularly someone who will call you on it if you're not doing what you promised yourself you'd do.

Goal Setting Successfully Workbook

Try to find a quiet place so you can spend some time reflecting on these questions.

1. What are three goals have you set and achieved?

2. What's one goal you set recently? Have you committed to seeing it through no matter what?

3. When you visualize the finish line (accomplishing this goal), what does that look like to you? How does it feel?

4. What is one thing you're willing to give up to reach your goal?

5. Which projects will you put on the back burner until you complete this new goal?

6. Are any of your goals in conflict? If so, how can you bring these goals into harmony?

7. What goals are you passionate about achieving?

8. Why do these goals matter to you so much?

9. Why will these goals take precedence over other things in your life?

10. What's one step you can take today to bring yourself closer to this goal?

11. What tools or supplies do you need to get started with your goal?

12. Will you need specialized help reaching your goal? Who would you love to have as a mentor or trainer while working toward your goal?

13. How do you plan to celebrate achieving your goal?

14. What's one setback you encountered on your journey to this goal? How did you overcome it?

15. How are you going to show your gratitude to those in your community that supported you?

Try setting one goal for each area of your life. Example: as a Christian, Church, Wife, Mother, Teacher, Home, Finances, Home Business, etc. Don't go overboard or you'll be overwhelmed. Write ONE main goal for each are of your life; keep it simple and attainable. This page is for keeping your goals in sight and reviewing each week.

My Goals:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Your goals will not be reached without an action plan on how you will reach those goals. Try creating an action plan for each goal. Example: If goal #1 is to lose 10 pounds this year. What changes need to take place? Keep it simple. Perhaps simple changes like exercising three times each week and cutting out most sugar treats will do the task without overwhelming yourself. You can always adjust your action plan later.

My Action Plan for Each Goal:

1.
2.
3.
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Like visual props? You can cut out one flower each time you reach a goal and watch your successful flower garden grow.





