

LONG TERM GOAL

Use this sheet to start off your goal achieving habits

NAME _____ DATE _____

LONG TERM GOAL _____

DATE TO BE ACHIEVED BY _____

HOW WILL I KNOW WHEN I HAVE ACHIEVED IT

MILESTONES TO REACH GOAL TO BE ACHIEVED BY

1. _____
2. _____
3. _____
4. _____
5. _____

Break first milestone to be achieved into short term goals

STG'S TO ACHIEVE MILESTONE #1 TO BE ACHIEVED BY

1. _____
2. _____
3. _____
4. _____
5. _____

Break each STG into action items

ACTION ITEMS TO REACH STG #1 GOAL TO BE ACHIEVED BY

1. _____
2. _____
3. _____
4. _____
5. _____

Repeat process for each milestone in turn

Use the weekly 10 minute action step sheet to help you focus on the task