

Setting Your Goals

PLANNING worksheet

Tips for Accomplishing your Goals

1. make sure your goals are smart goals (This means your goals are specific, measurable, attainable, relevant, and time-based.)
2. Write down all tasks/steps possible to achieve your goal. Complete them one small task at a time to avoid getting overwhelmed by the goal as a whole.
3. Prioritize your goals by setting aside small chunks of focused time throughout the week to complete your tasks. Stick to small time frames (an hour or less) to stay engaged & establish momentum to build on.
4. self awareness is key. Make sure your goals are realistic and manageable for you.