

Setting Goals & Achieving Them Checklist

Use this checklist to get started creating achievable goals that you stick to.

Set Your SMART goals - Specific, Measurable, Achievable, Realistic, Timely

- _____

- _____

- _____

- _____

- _____

Know Your Why

- To Earn Extra Money
- To Spend More Time with Family
- To Get Healthy
- The Overriding RESULT of your Goal
- Use Your Why to Motivate You
- _____
- _____
- _____
- _____

Chunk It Up & Break It Down

- Write a Chronological List
- Use a Mind map
- Get Specific About Each Chunk

- _____
- _____
- _____
- _____

Let Go of Distractions

- Turn off TV, Internet, ETC.
- Multitasking is Bogus
- Get a Sitter
- Ask for Help
- _____
- _____
- _____
- _____

Put It in Your Calendar

- Be Realistic about Time
- Include Other Things You Do in Your Calendar
- Focus 100 Percent on Tasks in Calendar
- Set a Time Limit
- Set a Timer to Remind You to Start & Finish
- Don't Wait for Inspiration
- _____
- _____
- _____
- _____