

What is your goal?

Be specific and make it measurable. It should include things like how much and how often.

Ex. I will have scaled my business threefold by 2021. This means that I will have converted 3 large proposals into paid contracts.

Why does this goal matter?

Will this goal improve your health or help your career? Why are you motivated to accomplish this goal?

Ex.: In order to pay down the mortgage on my building

List possible challenges and opportunities

Do you have support to help you achieve the goal? Will you require assistance from others? Will money or the need for other resources create obstacles?

Challenges

Opportunities

List your required actions

Make sure to include a clear timeline and deadline with the steps required along the way. Include whether others will be required to take steps.

Ex.: 1. By April 2020, I will have enrolled in a physical fitness program.

- Conduct research to find the appropriate setting for me (gym, personal trainer, fitness club, on-line program).
- Consult my physician about the intended strength goal.
- Set a goal to increase strength.

2. By July 2020, I will have...
