

# GOAL PLANNER

This planner is designed to give you a simple, 6-step process to map out how to achieve your key goals. Use this process for each of your goals.

## STEP ONE: DEFINE YOUR GOAL

- The goal I want to achieve is (please be specific):

## STEP TWO: IDENTIFY BENEFITS & IMPORTANCE OF YOUR GOAL

- The reason I want to achieve this goal is:
  
- My life would change in the following way if I achieved my goal:
  
- I would be happier if I achieved my goal because:

### **STEP THREE: COMMITTING YOURSELF TO THIS GOAL**

The answers to the above questions have made me realise that I am truly willing to commit the time, energy, emotions and resources necessary to achieve my goal:

\_\_\_\_\_ YES

\_\_\_\_\_ NO

If your honest answer is 'NO', go back to step one and replace your original goal with another that you can really commit yourself to.

### **STEP FOUR: OUTLINING THE STEPS TO TAKE - "The Gameplan"**

I am now committed to my goal and ready to determine what steps I need to take in order to achieve it. Listed below are the 5-10 most important things I have to do to achieve my goal - and the deadline by which I can REALISTICALLY complete each one:

**MY GOAL IS:**

**ACTION TO TAKE**

**TIME COMPLETED**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

## STEP FIVE: RESOURCES NEEDED

In order to achieve my goal I will need a variety of resources.

### 1. **TIME:**

Do I currently have the time I need to achieve my goal? YES/NO

If not, what do I need to do to make sure that I do have the time necessary?

### 2. **MONEY:**

Do I currently have the money I need to achieve my goal? YES/NO

If not, what do I need to do to make sure that I do have the money necessary?

### 3. **ENERGY:**

Do I currently have the energy I need to achieve my goal? YES/NO

If not, what do I need to do to make sure that I do have the energy necessary?

**4. MOTIVATION:**

Do I currently have the motivation I need to achieve my goal? YES/NO

If not, what do I need to do to make sure that I do have the motivation necessary?

**5. SUPPORT:**

Do I currently have the support I need to achieve my goal? YES/NO

If not, what do I need to do to make sure that I do have the support necessary?

**6. OTHER:**

What other resources will I need to achieve my goal? Please list them below.

**STEP SIX: MEASURING THE MILESTONES**

Below are the milestones I will use to measure my progress. What will need to have happened by each date for me to know that I am moving closer to achieving my goal? I can use these milestones to correct my course if necessary, and to keep me motivated and moving forward until my goal is achieved.

- Date of Milestone:
- Description of Progress - what will have occurred by this date:

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**CONGRATULATIONS!** You have now created a great plan to achieve your goal.

Start now and use your plan to make your goal a reality.

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