GOAL PLANNING GUIDE

1. Know yourself - Discover U
2. Generate goals in various life areas
3. Choose those that will provide the best results for the least investment of resources, and that you are prepared to commit to
4. Develop a plan for SMART goals
5. Keep goals visual and visible
6. Act
7. Monitor progress w/weekly review

Find ideas for goals at https://dailyplanit.com/resources/goal-tools/goal-plans/

SMART Goals	**VISUAL Goals**
Specific **M**easurable **A**chievable **R**ealistic **T**ime sensitive	Whiteboard Vision Board Thermometer Chart Card for wallet Wristband

EXAMPLE

I will [do what] lose weight [how much] _____ lbs by doing [what] aerobic exercise [when] every morning [for how long] 30 minutes [measured by] target heart rate [by when] by two months from today.

PURPOSE

How you will add value to life with your talents and strengths:

USP (Unique Selling Proposition) Verbal Business Card

What you do & why, results & benefits:

For each Life Area

What will fill my life with value?

Life areas	**Value**	**Lo → → Hi**
physical		o o o o o
mental		o o o o o
spiritual		o o o o o
relationships		o o o o o
financial		o o o o o
career		o o o o o
home		o o o o o
recreational		o o o o o
social		o o o o o
emotional		o o o o o

What goals

REWARDS **assign point values**

Match value of reward to progress

- Visiting a bookstore
- Going to the park
- Visiting an art gallery or museum
- Going for a drive
- Going to a concert
- Going to see a movie
- Renting a video
- Buying a new book, movie or CD
- A new gadget
- Attending a class
- A bouquet of flowers
- A candy bar
- Going out to eat fast food
- Going out to eat at a fancy place
- A hot bath or shower
- Going shopping
- Ice cream
- A massage
- A nap
- Games
- Sports activities

GOAL & PROJECT PLAN

I will:

By doing:

Life area: Difficulty level:

Costs: Benefits:

Obstacles:

Solutions:

Date: Target date:

Signature:

Action steps to do right now

▢ ▢ ▢ ▢ ▢ ▢ ▢ ▢ ▢

1.
2.
3.
4.
5.
6.
7.
8.
9.

Success! Reward:

WEEKLY PLANNING GUIDE

1. fill in deadlines & scheduled events
2. add regular tasks that must be accomplished at work and at home
3. schedule tasks that move goals & projects forward
4. include activities to increase personal development & fun
5. think of menus
6. add items as needed during week
7. choose items from goal and project plans in extra available time

My regular time for weekly planning

PLAN	**REVIEW**
Prepare	Past & next week
Organize	Calendar
Check	Follow-up system
Select	Repeating tasks
Schedule	Next actions/to dos
Add action steps	Goal & project plans
Update	Ideas-someday/maybe

WEEKLY REVIEW

Goals are *long range*: "what projects will accomplish this?"

Projects are *middle range*: "what actions will accomplish this?"

Daily activities are *short range*: "which actions are top priority?"

Review value levels of life areas

Weekly Review Questions:

1. **What went well?**
2. **What didn't go so well? Why?**
3. **What steps were achieved?**
4. **What is the next step?**
5. **What obstacles were encountered?**
6. **How will you over come them?**
7. **What is the top priority next week?**
8. **Do your goals still excite you?**
9. **What have you learned?**
10. **What ideas did you have?**

Aristotle -