

1) Define Your Goal

What is your goal? Make it specific and clear.

Why does it matter? Why do you want to achieve this goal?

What does success look like? Be specific.

2) Break Down Your Goal Using S.M.A.R.T.

S.M.A.R.T. goals are more achievable and measurable.

Specific: Describe your goal in detail. What exactly do you want to accomplish?

Measurable: How will you measure progress? (e.g., "Complete 10 pages a day.")

Achievable: Is this goal realistic given your resources and time?

Relevant: How does this goal align with your values and priorities?

Time-bound: What is your deadline? (e.g., "by March 31")

3) Actionable Steps

Build actionable steps and deadlines for your goal. How can your strengths help you?

4) Identify Potential Obstacles and Solutions

Anticipate challenges and strategize solutions.

What challenges or distractions might you encounter?

What actions can you take or strengths can you leverage to overcome these obstacles?

5) Create Accountability

Build in support and motivation.

Accountability partner(s): Who can help you stay on track? Try to partner with someone with skills and strengths different from yours. The best partnerships are complementary.

Check-in plan: How will you report on your progress? (e.g., weekly text, monthly meeting)

Celebrate wins: Plan for how you'll reward yourself for milestones. (e.g., "Buy myself a new book after four weeks of consistent workouts.")

6) Visualize the Outcome

Reinforce your motivation by visualizing the result.

Describe your success: Imagine it's the end of your timeline, and you've achieved your goal. What does it feel like? What has changed?
