

# Goal Setting Guide

BY \_\_\_\_\_, I WILL HAVE COMPLETED AND CREATED

I WILL KNOW I'M DONE BECAUSE \_\_\_\_\_

I WANT TO ACHIEVE THIS GOAL BECAUSE

T. J. O'Sullivan

BRAINSTORM EVERYTHING YOU NEED TO DO TO ACCOMPLISH THIS GOAL.  
BREAK IT DOWN BY EACH STEP.



# Obstacles

## LIST ALL OF THE OBSTACLES TO ACHIEVING THIS GOAL

# strategies

TURN EACH OF THE OBSTACLES YOU LISTED INTO A STRATEGY.

# The Plan

TAKE YOUR TO-DO AND STRATEGIES LISTS AND SORT THEM INTO THE ORDER OF EXECUTION. MAKE THEM CLEAR AND SPECIFIC. WRITE BESIDE EACH ITEM HOW MUCH TIME IT WILL TAKE.

## CRITICAL STEP:

ADD EACH OF THESE TO YOUR CALENDAR WITH THE TIME FRAMES YOU DECIDED ON!



# The Daily Work

WHAT DID YOU ACCOMPLISH YESTERDAY?

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WHAT'S ON THE SCHEDULE FOR TODAY?

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JOT DOWN YOUR THOUGHTS AND FEELINGS ABOUT IT.

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# The Daily Work

CHOOSE ONE THOUGHT THAT ISN'T SERVING YOU TO DO A MODEL ON:

THOUGHT \_\_\_\_\_

FEELING \_\_\_\_\_

ACTION \_\_\_\_\_

RESULT \_\_\_\_\_

## HOW DO YOU NEED TO FEEL TO DO WHAT YOU PLANNED TODAY?

WHAT CAN YOU THINK ABOUT THE TASKS THAT MAKES YOU FEEL THAT?

## CREATE A MODEL WITH THE NEW THOUGHT:

THOUGHT \_\_\_\_\_

FEELING \_\_\_\_\_

ACTION \_\_\_\_\_

RESULT \_\_\_\_\_

