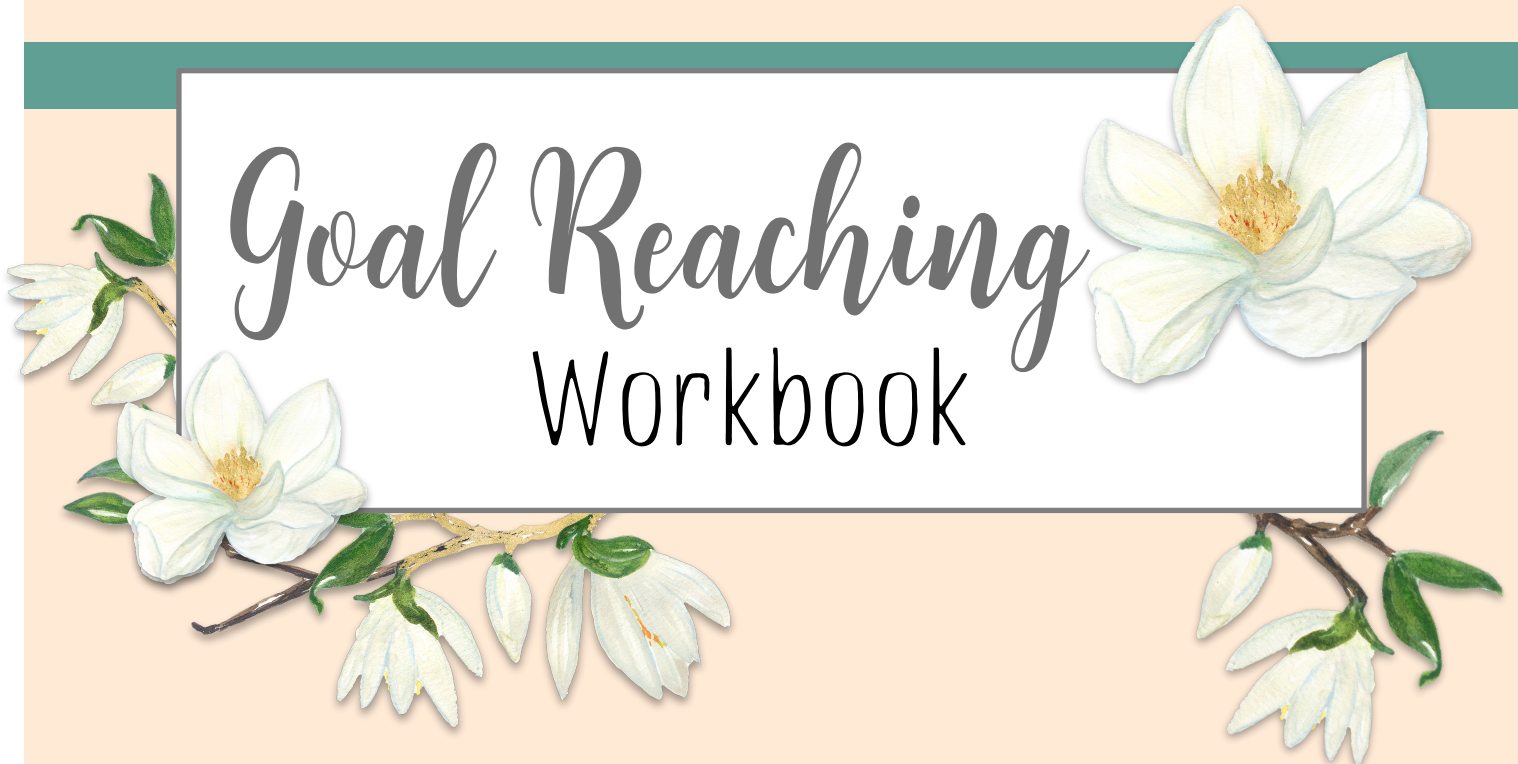


Goal Reaching Workbook



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Done!



Thank you



I'm thrilled you downloaded my Goal Reaching Workbook!

To be honest, I'm not a guru in the goal reaching arena. I'm a planner. I plan and then close the book and forget to do! That's why I called this a Goal **Reaching** and not goal planner. I have worked hard to reach some pretty hefty goals.

For example; designing, developing can publishing Country Design Style all on my own. And I'm not techie!

But like most people, I struggle to reach goals. So I look for ways to help. The goal reaching workbook is for reaching goals in any areas of life. I've used this for personal, work, weight, home organization.

This formula uses one sheet of paper for each goal. A piece of paper that's pretty enough to keep within sight...and not closed in a book to forget.

This simple system for reaching goals has helped me. I hope it helps you too.

Design is not just what it looks like and feels like. Design is how it works.
~ Steve Jobs

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Goal Setting Instructions



Write down your goal

Print one worksheet for each of your goals.

Who ~ Make sure the goal is something you truly want. Are you doing this to satisfy someone else? That's fine, just own the goal.

Specific ~ Write your goal to include precise details.

Measurable ~ Include exact amounts and dates. Otherwise how will you know if you've reached your goal. Set a deadline.

Attainable ~ Its great to have big goals. Reach for the stars. Make sure your goal isn't to win the lottery.

Relevant ~ Is your goal current to where you are today?

Accountable ~ A quiet goal is easy to discard. Share your goal with someone.






Share your progress then celebrate together when you reach your goal.

Even if you're on the right track, you'll get run over if you just sit there. ~ Will Rogers

Goal Setting Instructions

Breakdown your goal into steps

1. List all the tasks to complete your goal.
2. Prioritize the tasks by which one starts first. Use 1, 2, 3, etc., Do not repeat numbers. No two tasks should have the same priority.
3. Assign a date to complete each task.
4. Update your progress. Set a schedule to update. Daily, weekly or monthly. Use the progress clock to quickly see your status.

				
Not Started	Approx. 1/4 done	Halfway	Approx. 3/4 done	Finished

This progress clock helps when a task starts, while you continue working on another task. Some tasks are quick while others take time. Some tasks can't start until others start or complete. This formula is an easy way to track what needs done and when.

One of the largest stumbling blocks to completely goals is not know what to do next.

You must do the things you think you cannot do. ~ Eleanor Roosevelt



Goal Reaching Worksheet

Write your goal here

Who	Own your goal and the bars you set. It is important the goal motivates you.
Specific	Be clear, well defined and positive.
Measureable	Include exact amounts and dates. State a deadline to reach your goal.
Attainable	Make sure you can achieve the goal set.
Relevant	Goal should take you in the direction you want.
Accountable	Share your goal and steps with at least one person.

Breakdown Tasks to Complete Goal

Priority	Task	Progress	Date to complete
		⊕	
		⊕	
		⊕	
		⊕	
		⊕	
		⊕	
		⊕	
		⊕	
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		⊕	
		⊕	
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		⊕	
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		⊕	



Success is not final, failure is not fatal: it is the courage to continue that counts.
~ Winston Churchill