

# Goal Reaching

## WORKBOOK



*Country Design Style*



# Thank you



I'm thrilled you downloaded my Goal Reaching Workbook!

To be honest, I'm not a guru in goal reaching. 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 and publishing Country Design Style all on my own. And I'm not a 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 many 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

Text © 2018 by Jeanette Chaney

All Rights Reserved

No parts of this e-book may be copied or reproduced in any way without written permission from the author.



# Goal Setting

## INSTRUCTIONS

### Write down your goal

Print one worksheet for each goal.

**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.

**Reset** ~ Goals are not perfect. If you find yourself off track, reset. Print another worksheet if you need to. Goals are not reached exactly as planned.

**Consequence** ~ Pick a reward or punishment for reaching or not reaching 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

### Break down 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 to be done and when.

One of the largest stumbling blocks to completing goals is not knowing what to do next.

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



# Goal Reaching WORKSHEET

Write your goal here  
Be specific & include points listed below

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.
Consequence	Pick a reward or punishment for reaching or missing goal

## BREAKDOWN TASKS TO COMPLETE GOAL

Priority	Task	Progress	Date to complete
		○	
		○	
		○	
		○	
		○	
		○	
		○	
		○	
		○	
		○	
		○	
		○	
		○	
		○	
		○	
		○	
		○	

***If you get off track, reset!***