

10 Minute Goal Setting Checklist

HOW DO I USE THIS GOAL SETTING CHECKLIST?

This is a tool I share with everyone I work with. It has given people clarity on how to turn goal setting into a habit. After following through on the checklist, in just 1 week you'll see the difference in productivity and progress towards achieving your goals. Your focus is on planning and achieving

1. YEARLY GOALS

These aren't resolutions with strict deadlines. Goals can be tweaked and redirected and changed if need be. These are big goals that you can break down into smaller steps to make them more manageable.

2. MONTHLY GOALS

Monthly goals can be used to divide your big yearly goals into smaller steps that are easy to execute. They can also be smaller goals that are specific to what you want to achieve in the near future.

3. WEEKLY GOALS

Weekly goals are constantly changing. You can use them to execute a plan to complete your monthly and yearly goals. They can also be minor things that need to get done. Some of your weekly goals will be high priority, and others can be moved to the following week if necessary.

4. DAILY GOALS

On a daily basis, you should schedule everything you need to get done that day. Leave time open for a buffer in case something takes longer than planned or if you encounter a fire that needs to be put out. Always schedule one hour just for you - this is not optional! It's a must.

If you don't use your buffer time, you can end your day sooner, start another project early, or take some extra time for yourself. Adjust your daily schedule to fit your needs! This is YOUR schedule.

Every Friday, I set up my goals so that I know exactly what my upcoming week will be like. This allows me to enjoy my weekend and not worry about the week ahead because it's already scheduled. Sunday evening, I review one last time to start my week out ready to hit the ground running.

 MICHELLE SUKOW

GOALS



SCHEDULE

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday