

# ACHIEVING YOUR GOALS - ONE STEP AT A TIME

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## Directions:

Most people achieve their goals in small steps. You can use this worksheet to think about the steps you must take to achieve a goal and to keep track of your progress. Each step is a “sub-goal,” a smaller goal that will bring you in the direction of accomplishing your main goal. Be very specific in writing each step to help achieve your goal. Most people find success in creating small steps that can be accomplished in two weeks or less.

If you are not able to achieve a specific sub-goal, write down what you learned that will help you keep moving towards the main goal.

**Step #1:** \_\_\_\_\_

Date To Begin: \_\_\_\_\_ Date to Achieve Goal: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

Anticipated Outcome: \_\_\_\_\_

Actual Outcome: \_\_\_\_\_

Anything You Learned? \_\_\_\_\_

**Step #2:** \_\_\_\_\_

Date To Begin: \_\_\_\_\_ Date to Achieve Goal: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

Anticipated Outcome: \_\_\_\_\_

Actual Outcome: \_\_\_\_\_

Anything You Learned? \_\_\_\_\_

**Step #3** \_\_\_\_\_

Date To Begin: \_\_\_\_\_ Date to Achieve Goal: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

Anticipated Outcome: \_\_\_\_\_

Actual Outcome: \_\_\_\_\_

Anything You Learned? \_\_\_\_\_

**Step #4** \_\_\_\_\_

Date To Begin: \_\_\_\_\_ Date to Achieve Goal: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

Anticipated Outcome: \_\_\_\_\_

Actual Outcome: \_\_\_\_\_

Anything You Learned? \_\_\_\_\_

**Step #5:** \_\_\_\_\_

Date To Begin: \_\_\_\_\_ Date to Achieve Goal: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

Anticipated Outcome: \_\_\_\_\_

Actual Outcome: \_\_\_\_\_

Anything You Learned? \_\_\_\_\_

**Step #6:** \_\_\_\_\_

Date To Begin: \_\_\_\_\_ Date to Achieve Goal: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

Anticipated Outcome: \_\_\_\_\_

Actual Outcome: \_\_\_\_\_

Anything You Learned? \_\_\_\_\_

**Step #7** \_\_\_\_\_

Date To Begin: \_\_\_\_\_ Date to Achieve Goal: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

Anticipated Outcome: \_\_\_\_\_

Actual Outcome: \_\_\_\_\_

Anything You Learned? \_\_\_\_\_

**Step #8** \_\_\_\_\_

Date To Begin: \_\_\_\_\_ Date to Achieve Goal: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

Anticipated Outcome: \_\_\_\_\_

Actual Outcome: \_\_\_\_\_

Anything You Learned? \_\_\_\_\_

**Step #9** \_\_\_\_\_

Date To Begin: \_\_\_\_\_ Date to Achieve Goal: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

Anticipated Outcome: \_\_\_\_\_

Actual Outcome: \_\_\_\_\_

Anything You Learned? \_\_\_\_\_

**Step #10** \_\_\_\_\_

Date To Begin: \_\_\_\_\_ Date to Achieve Goal: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

Anticipated Outcome: \_\_\_\_\_

Actual Outcome: \_\_\_\_\_

Anything You Learned? \_\_\_\_\_