

Steps to Achieve a Goal

Big things often have small beginnings. To stop your mind from trying to figure out how to achieve a large goal, break it down into small steps. Your small daily habits will grow over time to create a healthy foundation to achieve your goal. The secret to long-term success is found in your daily habits.

What to Do

Use this worksheet to write down the steps you must take to achieve a goal. Each step is a “sub-goal” that will bring you in the direction of accomplishing your main goal. Be specific as you describe each step. Create small steps that can be accomplished in two weeks or less. If you are unable to achieve a specific sub-goal, write down what you learned that will help you move toward the achievement of your main goal.

Step #1: _____

Start Date: _____ Date to Achieve Goal: _____

Resources Needed: _____

Anticipated Outcome: _____

Actual Outcome: _____

What did you learn? _____

Step #2: _____

Start Date: _____ Date to Achieve Goal: _____

Resources Needed: _____

Anticipated Outcome: _____

Actual Outcome: _____

What did you learn? _____

Step #3: _____

Start Date: _____ Date to Achieve Goal: _____

Resources Needed: _____

Anticipated Outcome: _____

Actual Outcome: _____

What did you learn? _____

Step #4: _____

Start Date: _____ Date to Achieve Goal: _____

Resources Needed: _____

Anticipated Outcome: _____

Actual Outcome: _____

What did you learn? _____

Step #5: _____

Start Date: _____ Date to Achieve Goal: _____

Resources Needed: _____

Anticipated Outcome: _____

Actual Outcome: _____

What did you learn? _____

Step #6: _____

Start Date: _____ Date to Achieve Goal: _____

Resources Needed: _____

Anticipated Outcome: _____

Actual Outcome: _____

What did you learn? _____

Step #7: _____

Start Date: _____ Date to Achieve Goal: _____

Resources Needed: _____

Anticipated Outcome: _____

Actual Outcome: _____

What did you learn? _____

Step #8: _____

Start Date: _____ Date to Achieve Goal: _____

Resources Needed: _____

Anticipated Outcome: _____

Actual Outcome: _____

What did you learn? _____

Step #9: _____

Start Date: _____ Date to Achieve Goal: _____

Resources Needed: _____

Anticipated Outcome: _____

Actual Outcome: _____

What did you learn? _____

Step #10: _____

Start Date: _____ Date to Achieve Goal: _____

Resources Needed: _____

Anticipated Outcome: _____

Actual Outcome: _____

What did you learn? _____