

Goals for _____

About 30 minutes

Look 5 · Pick 10 · Sharpen 15

1 Look at every area 5 minutes

What would make each area better by the end of this period? Skip the ones that are fine as they are.

HEALTH

WORK

MONEY

PEOPLE

LEARNING

HOME

FUN

INNER LIFE

2 Pick one to three 10 minutes

Which of these would I most like to be true at the end? Then check each one.

- | | | |
|---|------------------------------------|---|
| 1 | ☐ it's mine | ☐ it's a stretch |
| 2 | ☐ it's mine | ☐ it's a stretch |
| 3 | ☐ it's mine | ☐ it's a stretch |

It's mine: I'd want it even if nobody ever knew. **It's a stretch:** hard, but I can see how it could happen. Two ticks, or pick another.**3 Make each one specific and hard** 15 minutes

Rewrite each goal as a result I could check on the day:

- | | | |
|---|----------|--------------|
| 1 | By _____ | I will _____ |
| 2 | By _____ | I will _____ |
| 3 | By _____ | I will _____ |

Not "get fit" but "By October 10 I will run a half marathon without walking". Not "learn Spanish" but "By June 30 I will hold a 20-minute conversation in Spanish".

4 Not now the goals that wait

Write down the ones I didn't pick, so they stop asking for attention:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Turn over and plan each goal on its own page

One goal, planned

Print this side once
for each goal

1 The goal

By _____ I will _____

Why it matters to me: _____

When it's done, it looks like: _____

Do I already know how to do this? ☐ yes: outcome goal ☐ not yet: learning goal first

If not yet, what will I learn first? _____

2 Milestones closer goals on the way

1 _____ by _____

2 _____ by _____

3 _____ by _____

3 Every week the actions or habits that move it

(M) (T) (W) (T) (F) (S) (S)

(M) (T) (W) (T) (F) (S) (S)

(M) (T) (W) (T) (F) (S) (S)

First step: _____ on _____

4 The obstacle

What's most likely to get in the way? _____

If _____ then I will _____

5 Check in

How I'll see it moving: _____

Every evening: did today move it? _____

Weekly review on _____

Progress notes