

YOU  
GOT  
THIS

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*Goal Planning Workbook*

**BUILD**

***This Book Belongs To***

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# SMART GOALS

Instructions: For each goal, fill in the details according to the SMART criteria. This will help ensure that your goals are clear, focused, and actionable.

<b>S</b>	<b>SPECIFIC</b>	<p>A. What exactly do you want to achieve?</p> <p>B. Who is involved or responsible?</p> <p>C. Where will it take place (if applicable)?</p> <p>D. Why is this goal important?</p>
<b>M</b>	<b>MEASURABLE</b>	<p>A. How will you track progress?</p> <p>B. What are the key performance indicators (KPIs)?</p> <p>C. How will you know when the goal is accomplished?</p>
<b>A</b>	<b>ACHIEVABLE</b>	<p>A. Is the goal realistic given your resources and constraints?</p> <p>B. What steps or actions will you take to reach the goal?</p> <p>C. Do you have the necessary skills and support?</p>
<b>R</b>	<b>RELEVANT</b>	<p>A. Does the goal align with your business objectives?</p> <p>B. Will it contribute to your long-term success and growth?</p> <p>C. Is now the right time to pursue this goal?</p>
<b>T</b>	<b>TIME-BOUND</b>	<p>A. When will you start working on the goal?</p> <p>B. What is the target completion date?</p> <p>C. Are there any milestones or checkpoints along the way?</p>

# ***Smart Goals***

***S***  
***SPECIFIC***

***M***  
***MEASUREABLE***

***A***  
***ATTAINABLE***

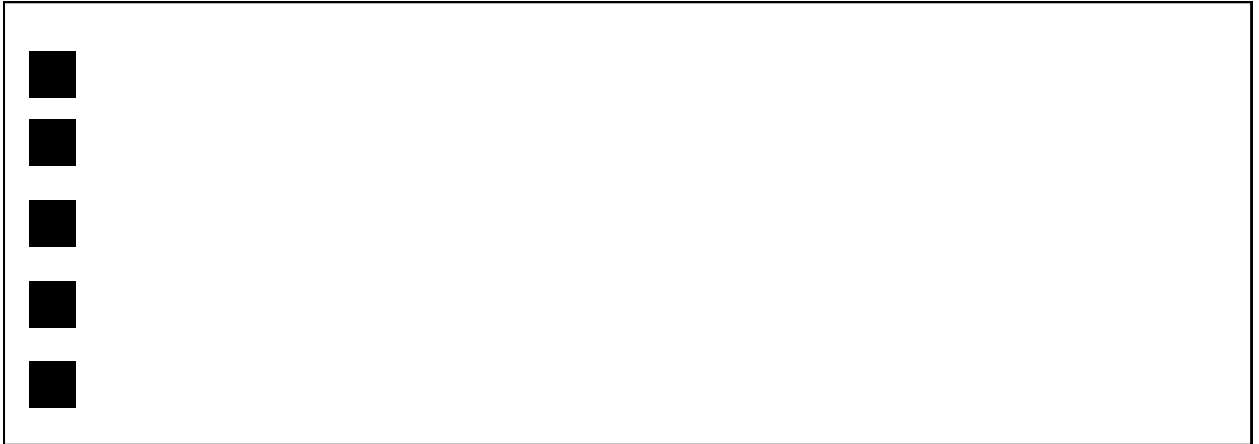
***R***  
***RELEVANT***

***T***  
***TIME***

# Goal Setting

*How are you going to improve as a learner?*

*Daily*




A large empty rectangular box for writing daily goals. On the left side of the box, there are five small black squares arranged vertically, serving as a visual guide for the frequency of the goal.

*Weekly*



A large empty rectangular box for writing weekly goals. On the left side of the box, there are five small black squares arranged vertically, serving as a visual guide for the frequency of the goal.

*Monthly*



A large empty rectangular box for writing monthly goals. On the left side of the box, there are five small black squares arranged vertically, serving as a visual guide for the frequency of the goal.

# Goal Action Plan

**GOAL:**

**START DATE:** \_\_\_\_\_ **DUE DATE:** \_\_\_\_\_

**GOAL PROGRESS:**

**ACTION STEPS**

**POSSIBLE OBSTACLES**

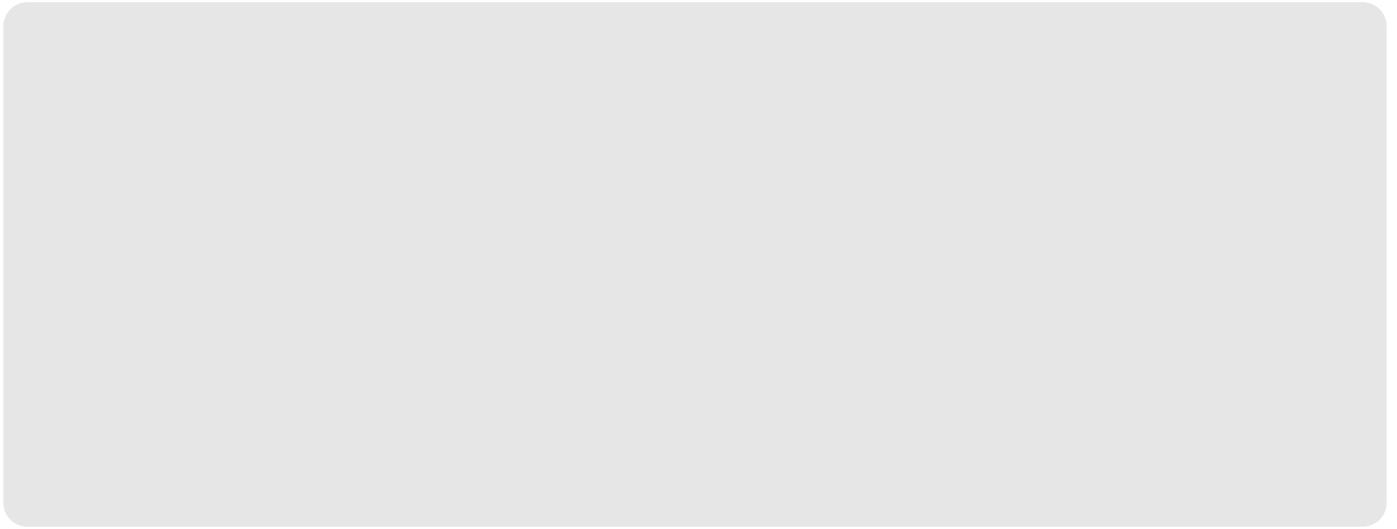
**HOW TO OVERCOME OBSTACLES**

# *My Goals*

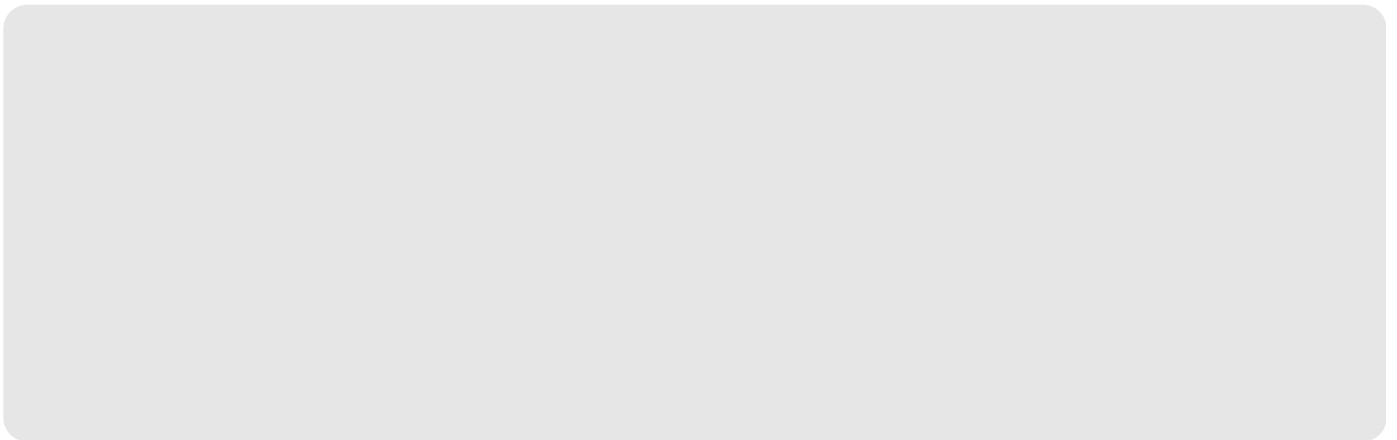
<i>Goal</i>	<i>Action Steps</i>
	<ul style="list-style-type: none"><li>●</li><li>●</li><li>●</li><li>●</li></ul>
	<ul style="list-style-type: none"><li>●</li><li>●</li><li>●</li><li>●</li></ul>
	<ul style="list-style-type: none"><li>●</li><li>●</li><li>●</li><li>●</li></ul>

*Notes*

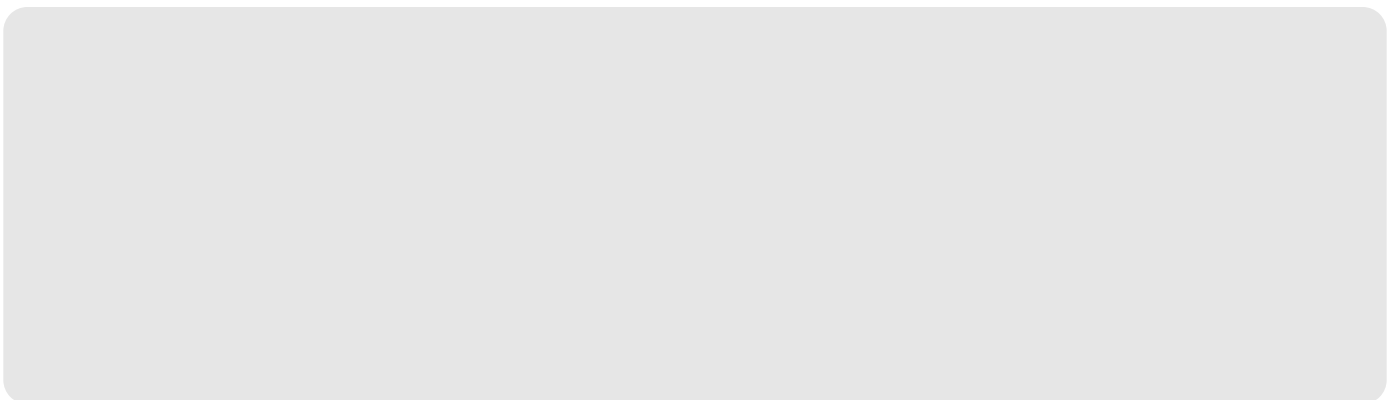
# ***MY GOAL***



## ***HOW CAN I GET THERE?***



## ***WHO/WHAT CAN HELP ME?***





# DAILY GOAL

DATE:

**MAIN GOAL:**

[Main goal input area]

**BRIEF:**

[Brief input area]

**SECONDARY GOAL:**

[Secondary goal input area]

**CHALLENGE:**

[Challenge input area]

**THING TO DO:**

- [Task 1]
- [Task 2]
- [Task 3]

- [Task 4]
- [Task 5]
- [Task 6]

**NOTES:**

[Notes input area]

# Monthly Goals

MONTH:

## MONTHLY VISION

GOAL	GOAL	GOAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTION STEPS	ACTION STEPS	ACTION STEPS
Notes	Notes	Notes

# *Quarterly Business*

*Quarter one*

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*Quarter two*

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*Quarter Three*

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*Quarter Four*

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# Goal Tracker

## Main Goal

## Action Steps

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Goal 2

### ACTION STEPS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

## Goal 3

### ACTION STEPS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

## Goal 4

### ACTION STEPS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

## Goal 5

### ACTION STEPS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_



# *Project Planner*

**Goal**



***Break down your goal into 3 simple targets:***

***Target 1***



***Action Steps:***

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

***Target 2***



***Action Steps:***

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

***Target 3***



***Action Steps:***

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

# *Project Plan*

## *Action Plan*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### *Deadline*

### *Subject*

## *Notes*



# *Vision Board*

*Make it happen*

*Wealth*

*Progression :* ● ● ● ●

*Passion*

*Progression :* ● ● ● ●

*Health*

*Progression :* ● ● ● ●

*Love*

*Progression :* ● ● ● ●

*Family*

*Progression :* ● ● ● ●

*Career*

*Progression :* ● ● ● ●

# Goal Planner

GOAL	
<hr/>	
<hr/>	
<hr/>	
<b>DEADLINE:</b>	<b>ACHIEVED</b>

STEP TO TAKE	
1.	<hr/>
2.	<hr/>
3.	<hr/>
4.	<hr/>
5.	<hr/>

GOAL	
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<hr/>	
<hr/>	
<b>DEADLINE:</b>	<b>ACHIEVED</b>

STEP TO TAKE	
1.	<hr/>
2.	<hr/>
3.	<hr/>
4.	<hr/>
5.	<hr/>

GOAL	
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<hr/>	
<b>DEADLINE:</b>	<b>ACHIEVED</b>

STEP TO TAKE	
1.	<hr/>
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4.	<hr/>
5.	<hr/>

GOAL	
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<hr/>	
<b>DEADLINE:</b>	<b>ACHIEVED</b>

STEP TO TAKE	
1.	<hr/>
2.	<hr/>
3.	<hr/>
4.	<hr/>
5.	<hr/>

# Goal Review

GOAL: \_\_\_\_\_

DID I REACH MY GOAL:

THE RESULT: \_\_\_\_\_

**WHAT WENT WELL**

**DO MORE OF**

**DO LESS OF**

**PLAN GOING FORWARD**

GOAL: \_\_\_\_\_

DID I REACH MY GOAL:

THE RESULT: \_\_\_\_\_

**WHAT WENT WELL**

**DO MORE OF**

**DO LESS OF**

**PLAN GOING FORWARD**

# Yearly Goals

YEAR: \_\_\_\_\_

**JANUARY**

**FEBRUARY**

**MARCH**

**APRIL**

**MAY**

**JUNE**

**JULY**

**AUGUST**

**SEPTEMBER**

**OCTOBER**

**NOVEMBER**

**DECEMBER**

# ***Yearly Roadmap***

**YEAR:** \_\_\_\_\_

***JANUARY***

***FEBRUARY***

***MARCH***

***APRIL***

***MAY***

***JUNE***

***JULY***

***AUGUST***

***SEPTEMBER***

***OCTOBER***

***NOVEMBER***

***DECEMBER***

# 90 Days Goals

**PRIORITIES / FOCUS:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_ **DURATION:** \_\_\_\_\_

<b>GOAL</b>	<b>GOAL</b>	<b>GOAL</b>
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>ACTION STEPS</b>	<b>ACTION STEPS</b>	<b>ACTION STEPS</b>
<b>RESULT / REWARD</b>	<b>RESULT / REWARD</b>	<b>RESULT / REWARD</b>

# Monthly Reflection

MONTH: \_\_\_\_\_

## HOW WAS THIS MONTH

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## HIGHLIGHTS OF THE MONTH

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## CHALLENGES

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## GRATEFUL FOR

## WHAT WENT WELL

## DO MORE OF

## DO LESS OF

## PLANNING FOR SUCCESS FOR NEXT MONTH

### TO START

### CONTINUE

### TO STOP

**NEXT MONTH I AM GOING TO:**

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**MOOD**

**RATING**

# Goal Progress Tracker

**GOAL:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **DEADLINE:** \_\_\_\_\_

**PROGRESS TRACKER** 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

**GOAL:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **DEADLINE:** \_\_\_\_\_

**PROGRESS TRACKER** 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

**GOAL:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **DEADLINE:** \_\_\_\_\_

**PROGRESS TRACKER** 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

**GOAL:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **DEADLINE:** \_\_\_\_\_

**PROGRESS TRACKER** 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

**GOAL:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **DEADLINE:** \_\_\_\_\_

**PROGRESS TRACKER** 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

**GOAL:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **DEADLINE:** \_\_\_\_\_

**PROGRESS TRACKER** 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

**GOAL:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **DEADLINE:** \_\_\_\_\_

**PROGRESS TRACKER** 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%



# ***Goal Overview***



# Weekly Goals

**FOCUS ON**

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**GOALS**

**WHY?**

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**HOW TO ACHIEVE**

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**NOTES**

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# Daily Planner

Date: \_\_\_\_\_

Day: \_\_\_\_\_

## To Day'S Goal

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## To Do List

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## Special Notes

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6 Am	
7 Am	
8 Am	
9 Am	
10 Am	
11 Am	
12 Am	
1 Pm	
2 pm	
3 AM	
4 AM	
5 AM	
6 AM	
7 AM	
8AM	
9 AM	
10AM	
11 AM	
12AM	

## Notes

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# ***Weekly Planner***

**Week:**

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Notes**

# Yearly To Do List

Year:

**JANUARY**

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**FEBRUARY**

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**MARCH**

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**APRIL**

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**MAY**

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**JUNE**

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**JULY**

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**AUGUST**

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**SEPTEMBER**

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**OCTOBER**

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**NOVEMBER**

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**DECEMBER**

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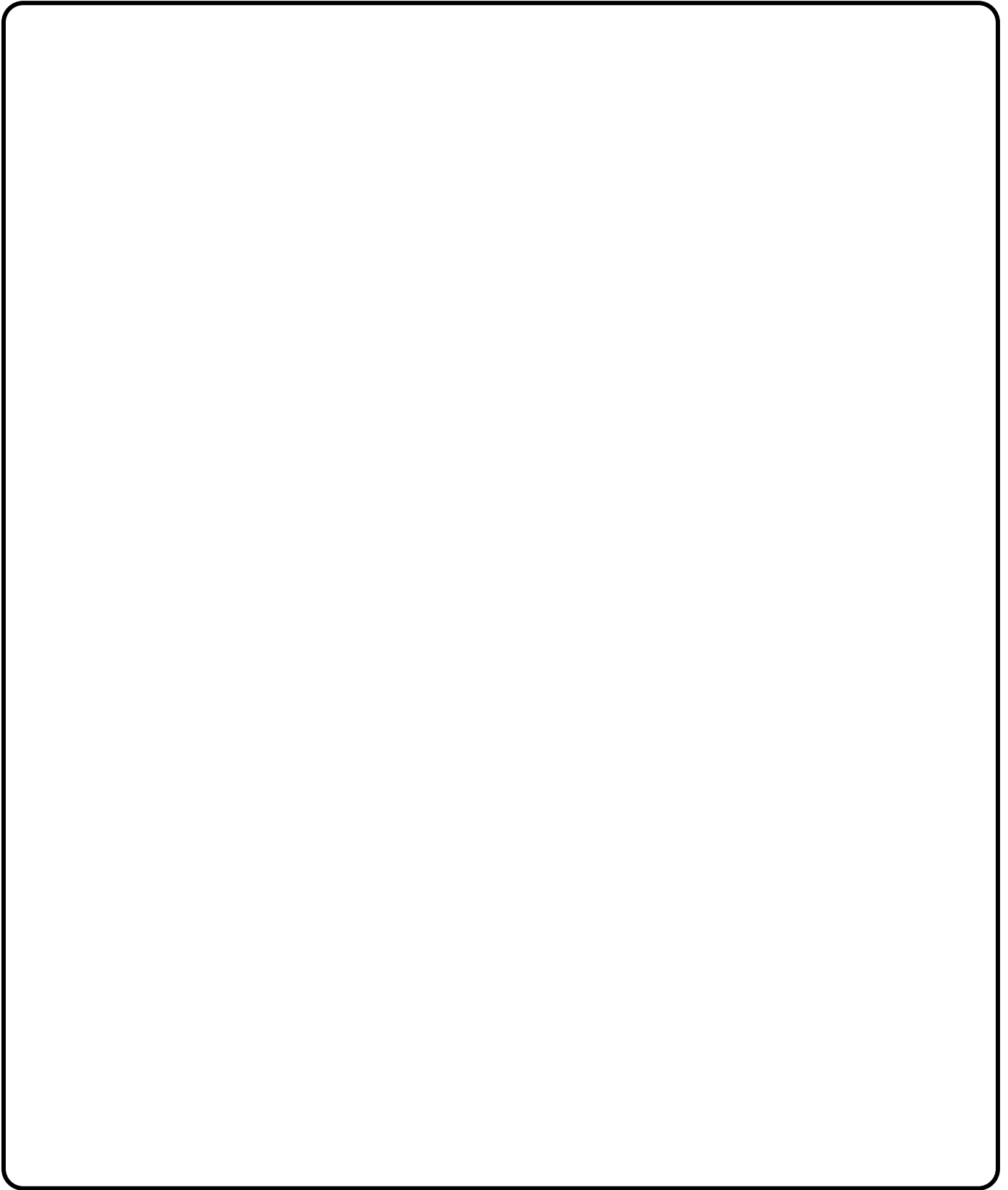
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# ***Bucket List***



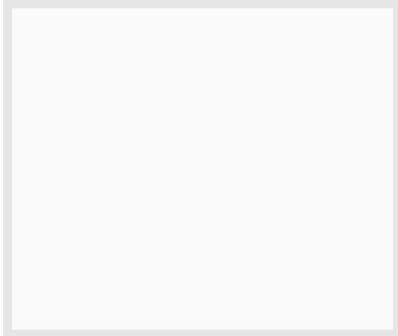
# ***Vision Board***



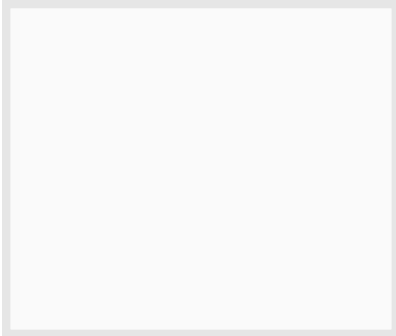


# ***ANNUAL GOALS***

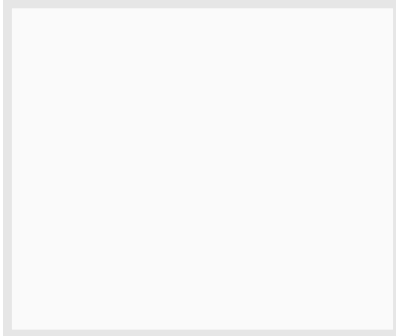
***JAN***



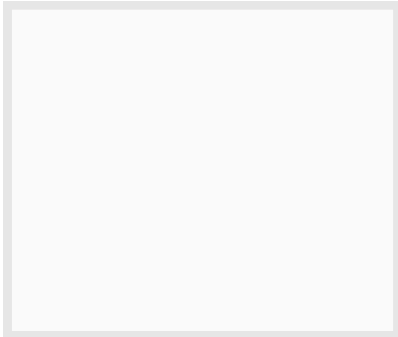
***FEB***



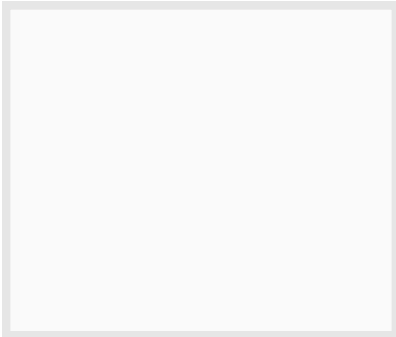
***MAR***



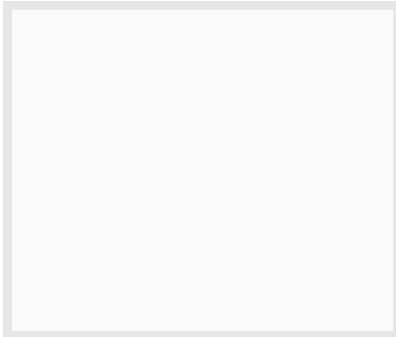
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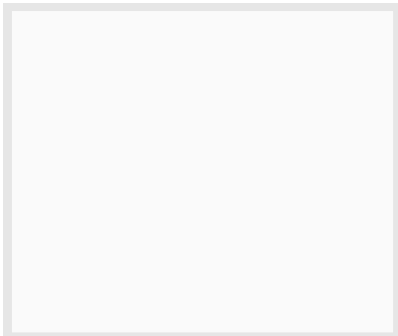
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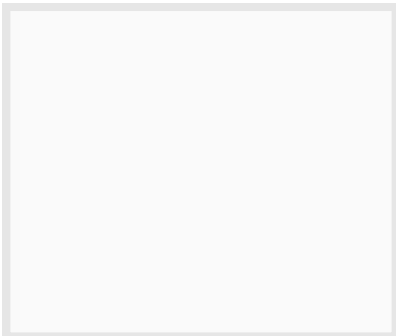
***JUN***



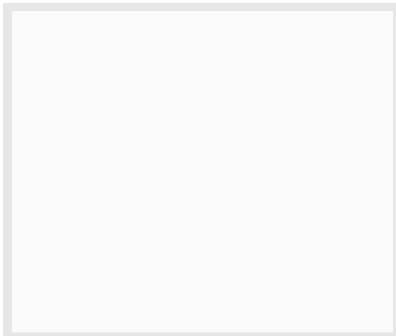
***JUL***



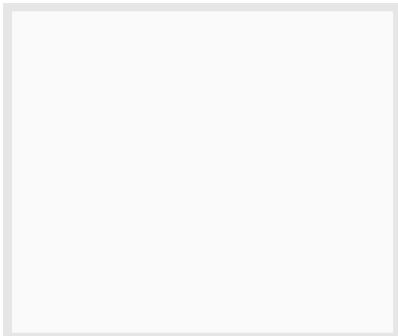
***AUG***



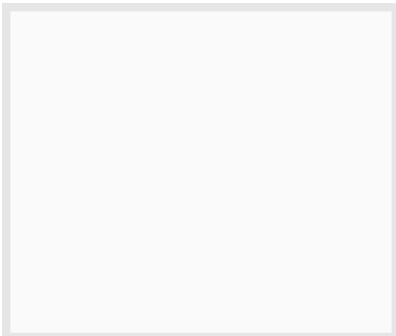
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***OCT***



***NOV***



***DEC***

