

MY GOAL ACHIEVEMENT TRACK

	Pre-Plan	Measure	Systems/Habits	Reward	
GOAL 1: <input type="text"/>					GOAL 1 FINISH: <input type="text"/>
GOAL 2: <input type="text"/>					GOAL 2 FINISH: <input type="text"/>
GOAL 3: <input type="text"/>					GOAL 3 FINISH: <input type="text"/>

Step 1
Write your goal at the start line and the completion date at the finish line.

Step 2
Are there any pre-planning action items that need to be completed first? If so, write them in the pre-planning box.

Step 3
How are you going to measure your progress? Be specific.

Step 4
What is your system (your gears) that will carry you across the finish line? Think daily, weekly, or monthly habits that you must implement. Include micro-wins.

Step 5
Break down your goal into mini-goals. Chart those as markers on the track between the start and finish line.

Step 6
Write down a meaningful reward to celebrate your achievement. Consider including mini-achievements along the way for larger goals.