**The Goal Planning Process**

Setting and achieving meaningful goals requires a structured approach. The planning process begins with clarity—understanding exactly what you want to achieve. Once your goal is clear, you can break it into smaller, actionable steps, identify the resources needed, and anticipate potential obstacles. Checkpoints throughout the process allow for reflection and adjustments, while accountability resources keep you on track. This approach transforms the overwhelming task of achieving a large goal into manageable steps that build momentum.

Want some help defining your goals or creating accountability? Let’s chat! MarkW@FocusingOnResults.com

**Goal Planning Process Template**

**Example: Starting a Side Hustle Business**

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| Step | Details |
| 1. Set Time-based Goal | Launch an online store selling custom artwork by June 30. |
| 2. List Expected Results | Generate $5,000 in sales by the end of the year, build a portfolio, and create a passive income stream. |
| 3. Develop Action Plan | (1) Research e-commerce platforms (2) Design 20 pieces (3) Build website (4) Launch marketing campaign (5) Open store. |
| 4. Identify Resources Needed | A laptop, design software, domain name, marketing budget, and online tutorials. |
| 5. List Potential Obstacles | Limited time for design, technical challenges with the website, and lack of initial audience. |
| 6. Review/Reassess Checkpoints | Review progress monthly. Adjust marketing strategy if traffic is low; reassess product offerings based on sales data. |
| 7. Accountability Resources | Weekly check-ins with a coach and tracking sales and website analytics. |

## SMART Goal Statement Template

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| Step | Details |
| 1. Set Time-based Goal |  |
| 2. List Expected Results |  |
| 3. Develop Action Plan |  |
| 4. Identify Resources Needed |  |
| 5. List Potential Obstacles |  |
| 6. Review/Reassess Checkpoints |  |
| 7. Accountability Resources |  |