

www.iamcoaching.co.uk



**Write it Down:
Make it Happen!**

Name: _____

Year & Month: _____

Contact Us

info@iamcoaching.co.uk

How to use this booklet

Date: _____

Setting goals helps to trigger new behaviors - it guides your focus and helps you to sustain that momentum in life. Achieving goals also promotes a sense of self-mastery.

In the end, you can't manage what you don't measure, and you can't improve upon something that you don't properly manage.

WHY

At the beginning of each month, re-write your long-term aspirations to remind you that your interim goals should be leading you in the right direction. These are the big things you want to accomplish in your life.

HOW

Each day re-write the medium- & short-term goals that will help you achieve your bigger life goals. This keeps them front of mind and helps you to track and develop them continuously. Some may be the same for some time, and some will be achieved and replaced by new ones. Make sure they are SMART – paying attention to the fact that they must be specific and time bound.

- Save £5000 by 31 May 2023
- Finish Assignment 4 by Friday 7 June

WHAT

These are the actions for your day and should be the things that you need to do to work towards achieving the goals you have set. Set a time for each one.

It will also give you a sense of accomplishment when you get things done!

My HOW Goals

WHAT actions need to be completed TODAY?



Date: _____

My HOW Goals

WHAT actions need to be completed TODAY?

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Long Term WHY Goals

WHAT actions need to be completed TODAY?

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