

Template: Goal/Action/Outcome

This template is to help you keep track of your goals, the action(s) you take to achieve them and the outcome(s). Those who write their goals out are over forty percent more likely to achieve them. Those who list actions to complete their goals are even more successful. Also, keeping track of the outcomes of your goals is an effective way to beat procrastination. Following this template, you'll see your dreams become reality.

That said, in column one, list your goals. Maybe your goal is to heal from a bad breakup, get a better job or quit smoking. Whatever they are, list your goals in order of importance. In column two, list the actions you take to achieve your goal. If you're quitting smoking, you probably didn't buy your morning pack of cigarettes. In the third column, list the outcome(s) of your attempt to achieve what you wanted. Respond with either "Succeeded" or "Will Try Again". Do not write "Failed" or "Unsuccessful"; those words are for those who give up.

Every few days, come back to this list to update yourself on your goals and your completion of them. Add new goals as needed, but don't overwhelm yourself. Seeing your goals on paper gives you an idea of what you need to do more and less of. For more resources, visit PainByAnyName.com

Goal	Action to Complete Goal	Goal Outcome