

HOW TO USE THE Goal Planner WORKSHEET

Choose a goal and write it as a general statement on the first line. Follow the blocks below, beginning with Specific and moving to the right, thinking about the questions within each and detailing your goal on each line. For example, if your goal is to reach 1,000 followers on Instagram, write that on the first line. On the second line, dig a little deeper: "I want to get 1,000 legitimate, engaged people, choosing to follow me to begin a loyal following."

Take a look at the example below to help.

SPECIFIC	MEASURABLE	ATTAINABLE	REALISTIC	TIMELY
<ul style="list-style-type: none">• What do I want to accomplish?• What is required?• What are constraints?• Why do I want to accomplish this?	<ul style="list-style-type: none">• How will I measure progress?• How will I know this goal has been achieved?• Can I see the end?	<ul style="list-style-type: none">• What are the logical steps I need to take?• How will the goal be accomplished?• Can I see myself achieving this goal?	<ul style="list-style-type: none">• Is this worthwhile?• Do I have the available resources to accomplish this?• Is this too easy or too difficult to accomplish?	<ul style="list-style-type: none">• How long will it take?• Does this goal have a deadline?• How much time can I devote to this?
GOAL ONE <u>Reach 1,000 followers on Instagram</u>				
<p>S <u>I want to get 1,000 legitimate, engaged people, choosing to follow me to begin a loyal following.</u></p> <p>M <u>This can be measured by Instagram analytics, creating a freebie, and designing quality posts.</u></p> <p>A <u>I can achieve this by signing up for an Instagram course and developing a content calendar.</u></p> <p>R <u>This goal is a challenge, but possible with appropriate education and planning. This will help establish my brand.</u></p> <p>T <u>With my full time business and family, I can achieve this goal within 6-8 months.</u></p>				

While you consider the SMART goal questions above, the boxes below include some additional questions you can think about while coming up with your goals. Once your top 3 goals are defined, put your goal sheet in a place where you can see it daily. This is your regular reminder of what you are working on, helping you to stay on track from day to day. We will be using these goals in our Strategy Builder, which will help organize your action plan to accomplish your goals.

<p>Why Do You Want to Achieve This Goal?</p> <p>What Are the Benefits?</p>	<p>List Obstacles Between You and the Goal.</p> <p>Why Haven't You Achieved this Yet?</p>	<p>What Skill or Information do You Need to Achieve Your Goal?</p> <p>Do You Need to Change any Habits?</p>	<p>How Committed Are You to Achieve Your Goal?</p>
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Goal Planner

SPECIFIC

- What do I want to accomplish?
- What is required?
- What are constraints?
- Why do I want to accomplish this?

MEASURABLE

- How will I measure progress?
- How will I know this goal has been achieved?
- Can I see the end?

ATTAINABLE

- What are the logical steps I need to take?
- How will the goal be accomplished?
- Can I see myself achieving this goal?

REALISTIC

- Is this worthwhile?
- Do I have the available resources to accomplish this?
- Is this too easy or too difficult to accomplish?

TIMELY

- How long will it take?
- Does this goal have a deadline?
- How much time can I devote to this?

GOAL ONE

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GOAL TWO

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GOAL THREE

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