

One day
or day one.
You decide.

PAULO COELHO

GOAL 1: *Land Internship for Uni* 03/03/23

TYPE *Education goal* Short (1-12 weeks) ☒ Medium (3-6 months) ☐

WHAT / WHY / WHEN / HOW

I need to complete an internship as a part of my Accounting degree this year. It would also help me discover whether Accounting is the career for me!

WHAT IS THE FEELING I AM CHASING? *Confidence, Knowledgeable*

KEY MILESTONES

1. <i>Send my resume to 15+ employers</i>	<i>12/03/23</i>	<input checked="" type="checkbox"/>
2. <i>50 connections on LinkedIn</i>	<i>30/03/23</i>	<input checked="" type="checkbox"/>
3. <i>Land an interview</i>	<i>01/04/23</i>	<input checked="" type="checkbox"/>

FIRST THREE ACTIONS

1. <i>Create LinkedIn account</i>	<i>03/03/23</i>	<input checked="" type="checkbox"/>
2. <i>Get someone to critique my resume</i>	<i>01/03/23</i>	<input checked="" type="checkbox"/>
3. <i>Research accounting firms</i>	<i>12/03/23</i>	<input checked="" type="checkbox"/>

ACTION LIST

<i>Cold call companies</i>	<i>15/03/23</i>	<input checked="" type="checkbox"/>
<i>Buy suit for interviews</i>	<i>01/04/23</i>	<input checked="" type="checkbox"/>
<i>Practice interview questions</i>	<i>28/04/23</i>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

REWARD

Treat myself to the watch I've been eyeing off

OUTCOME *Landed an internship at KPMG! I start next week - very excited and proud of myself.*

DATE COMPLETE *01/05/23*

SHORT-TERM GOAL 01

NAME YOUR GOAL

Give it a meaningful name that will spark a positive emotion when you see it.

WHAT, WHY WHEN & HOW

What is the specific goal you want to achieve? Why is it so important for you to achieve it? When and how do you expect to achieve the goal?

KEY MILESTONES

Break down your goal into key milestones to keep you motivated, committed, and making progress.

ACTION LISTS

Choose to focus on the key things that need to be actioned in order to achieve this goal. Small daily tasks should be left out of this as it is about focusing on the key things that will help you achieve your key milestones and overall goal.

OUTCOME

What was the final result of the goal? Did you achieve it and how did it feel?

REWARD

What is the reward for achieving your goal? Choose something that will inspire you and give you an extra push to achieve your next goal.