

AN ORGANISED *life.*

STEP TWO: BE REALISTIC

Now it's time to get realistic & nut out how you can actually achieve each goal. Below are a few points to think about:

GOAL:

What exactly am I hoping to achieve?

When do I want to achieve this goal by?

What stepping stones can I implement along the way to help achieve this goal?

What issues or hurdles might I face along the way? & how can I overcome these?

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STEP THREE: THE ACTION PLAN

Once you have a clear understanding and vision on how you can realistically achieve your goal/s - put an action plan in place with small milestones in your diary &/or in the Goal Planner below and make sure you pop it somewhere that you can always see it. Trust me - if you write it down, you are more likely to tick each step off. If you can't see the plan - you probably won't see your goal/s through.

MAJOR GOAL:

DATE I WANT TO ACHIEVE THIS BY:

TASK 1:

COMPLETE

ACHIEVE THIS BY:

NOTES:

TASK 2:

COMPLETE

ACHIEVE THIS BY:

NOTES:

TASK 3:

COMPLETE

ACHIEVE THIS BY:

NOTES:

TASK 4:

COMPLETE

ACHIEVE THIS BY:

NOTES:

TASK 5:

COMPLETE

ACHIEVE THIS BY:

NOTES:

ACHIEVED MAJOR GOAL!!!!

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EXTRA: DAILY GOAL PLANNER

If you want to take it one step further, note down your daily goals in the planner below.

DATE:

TOP 3 GOALS FOR TODAY

- | | | | |
|-----|--------------------------|----------|--------------------------|
| 01. | <input type="checkbox"/> | COMPLETE | <input type="checkbox"/> |
| 02. | <input type="checkbox"/> | COMPLETE | <input type="checkbox"/> |
| 03. | <input type="checkbox"/> | COMPLETE | <input type="checkbox"/> |
-

TO DO LIST:

- -
 -
 -
 -
 -
 -
 -
 -
 -
-

NOTES:

TOMORROWS PRIORITIES:

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EXTRA: WEEKLY GOAL PLANNER

Get super organised and plan ahead with the weekly goal planner. Remember that good things take time. Work hard, be patient & stay motivated. And.... celebrate the small things. You deserve it.

MAIN GOALS I WANT TO ACHIEVE THIS WEEK

- | | |
|-----|-----------------------------------|
| 01. | COMPLETE <input type="checkbox"/> |
| 02. | COMPLETE <input type="checkbox"/> |
| 03. | COMPLETE <input type="checkbox"/> |

MONDAY: COMPLETE

TUESDAY: COMPLETE

WEDNESDAY: COMPLETE

THURSDAY: COMPLETE

FRIDAY: COMPLETE

NEXT WEEKS PRIORITIES: