

With any goal you may have, the first, best thing you can do is *write it down*. It seems odd, but most people forget about most of the goals they have set for themselves. Write down your goals in a place where you look; it's the first step in holding yourself accountable for reaching those goals. The second step is usually to set yourself a deadline for your goal; this helps to keep you from putting off the things you need to do to reach your goal. Below, list out some goals you have for yourself: try for at least two short-term, two long-term, and two medium-range goals. Then, next to each, give yourself a deadline for reaching that goal

Goal	Short term, long term, or medium range?	Deadline (be as specific as possible - and plausible)
1)		
2)		
3)		
4)		
5)		
6)		

There is an overused expression: "the journey of 1,000 miles begins with a single step". No matter how long-term our goals may seem, there is something you can do TODAY to take you closer to your goal. For each goal you listed above, name one thing you could do TODAY to help you reach it, then answer the question next to it:

- 1) \_\_\_\_\_ Did you do it? \_\_\_\_\_
- 2) \_\_\_\_\_ Did you do it? \_\_\_\_\_
- 3) \_\_\_\_\_ Did you do it? \_\_\_\_\_
- 4) \_\_\_\_\_ Did you do it? \_\_\_\_\_
- 5) \_\_\_\_\_ Did you do it? \_\_\_\_\_
- 6) \_\_\_\_\_ Did you do it? \_\_\_\_\_

When going for any goal, remember: you don't have to go it alone. Think of some of the longer-term goals you have for yourself. Then, below, name some people who could help you reach those goals, and how they could help: \_\_\_\_\_

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