

## How to Achieve Any Goal Workbook

List three goals you have for your business this year. We don't need to be concerned with how "SMART" the goal is, but it should be measurable—meaning it includes a number. Otherwise, you won't have any real way of knowing if you're getting closer to achieving your goal or not.

Write your goal *as if it's already happened*. For example, rather than writing "I want to earn \$10,000 per month," write "I earn \$10,000 per month." It's a small but significant difference that can have a huge effect on how you think about your goal and what it will take to get there.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### ***How Goals Get Accomplished***

Goals don't just happen, no matter how smart they are or how many times you write them down or how many sticky notes you have stuck to your bathroom mirror.

Goals only get done if you break them down into projects or routines, and then turn your projects into a series of actionable tasks.

For each of your goals, brainstorm at least 5 projects you can take on that will bring you closer to that goal.

How to Achieve Any Goal

Goal: \_\_\_\_\_

POTENTIAL PROJECTS

**Goal:** \_\_\_\_\_

POTENTIAL PROJECTS

**Goal:** \_\_\_\_\_

POTENTIAL PROJECTS

***Establish Routines and Habits***

Consider also which routines will bring you closer to your goal. For example, if your goal is to publish a book in 2021, then you'll need to establish a consistent writing routine.

For each of your goals, what are the routines you need to establish?

GOAL	ROUTINES & HABITS

***How Projects Are Completed***

Like goals, you can't "do" a project. But you can do the steps along the way.

For each project you've identified, determine the first actionable steps you can take to completion. Be careful that you're not identifying additional projects, and remember that you don't have to know all the steps you'll take, just the next few. You'll revisit this list and identify the next actions after you've completed the first steps.

**Project:** \_\_\_\_\_

DONE	TASK

**Project:** \_\_\_\_\_

DONE	TASK

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Project: \_\_\_\_\_

DONE	TASK

Project: \_\_\_\_\_

DONE	TASK

Project: \_\_\_\_\_

DONE	TASK

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Project: \_\_\_\_\_

DONE	TASK

Project: \_\_\_\_\_

DONE	TASK

Project: \_\_\_\_\_

DONE	TASK