



GOAL-GETTER CHECKLIST

THE "MUST HAVE" STEPS FOR RESOLUTIONS THAT STICK

Tired of resolutions that get recycled year after year? Let's break the cycle! Below are tested approaches, science-based strategies, and techniques used by industry leaders, athletes and executives to facilitate success.

High achievers carefully plan, monitor and strategize to attain big goals. They lean on coaches, mentors and trusted colleagues for feedback and support. They don't get there alone. You shouldn't either. Follow these tips to make your goals proud achievements.

MAKE THEM S.M.A.R.T.

Specific: It's clear what I want to achieve and what it will look like

Measurable: I have a method for tracking my progress and can quantify my success

Attainable: I'm being challenged and believe I can achieve this

Relevant: It matters to me and aligns with my priorities and values

Time-bound: The deadline for my goal is clear

PREPARE

Schedule time in your calendar for goal-related activities

Plan and purchase the gym membership, the equipment or coaching you need to take action in advance.

Accountability Partner (AP): ask a trusted friend to be your AP. Key quality: they won't let you slide by with excuses.

Schedule weekly check-ins with your AP. Share what worked and didn't.

LOOKING AHEAD

Create back-up plans: Think through if/then scenarios. What will you do when difficulties arise? How will you respond?

Be intentional: Plan tough actions when your energy is highest. Don't plan resume or networking work in the evening if you're a morning bird. Wake up early and do it before work, instead.

Set boundaries with "enablers": Not everyone will be supportive of your change. Listen to how friends and family respond to your new goals. Hold your ground, but avoid judging their choices.

Mind your mindset: Be your own biggest fan. Be kind when you slip up and affirming when you don't. Land a new opportunity? Got an informational interview planned? Celebrate! You're doing great!

Move on to the next page to define your exhilarating, audacious and kick-ass S.M.A.R.T. goals!

Ready? Turn the page and let's GOOO!



DEFINING YOUR GOALS

Think ahead to a year from now. What do you want to have achieved? Experienced? Welcomed into your life with open arms? Celebrated? Craft clear, individual goals from this vision using the S.M.A.R.T. structure on page one. Make them BOLD and BIG enough that they stretch you (they're not a done deal) and exciting enough to inspire you to ACTION!

GOAL 1:

WHY IS THIS IMPORTANT TO YOU?

WHAT WILL YOU GAIN?

TWO STEPS YOU WILL TAKE IN THE NEXT 7 DAYS:



GOAL 2:

WHY IS THIS IMPORTANT TO YOU?

WHAT WILL YOU GAIN?

TWO STEPS YOU WILL TAKE IN THE NEXT 7 DAYS:





GOAL 3:

WHY IS THIS IMPORTANT TO YOU?

WHAT WILL YOU GAIN?

TWO STEPS YOU WILL TAKE IN THE NEXT 7 DAYS:



GOAL 4:

WHY IS THIS IMPORTANT TO YOU?

WHAT WILL YOU GAIN?

TWO STEPS YOU WILL TAKE IN THE NEXT 7 DAYS:

