

# *goal planning*

## AND ACTION MAPPING GUIDE

### STEP ONE

VISUALIZE YOUR DESIRES, BIG DREAMS, AND GOALS.

### STEP TWO

USING THE THINKSPACE, MAKE A LIST OF THOSE GOALS AND CATEGORIZE THEM ACCORDINGLY.

### STEP THREE

PLUG YOUR GOALS AND CURRENT STATUS INTO THE ACTION MAPPING CHART

### STEP FOUR

THEN, USE THE GOAL MAPPING TOOL TO PLAN AND BREAK EACH GOAL DOWN.

### STEP FIVE

NEXT, HEAD BACK TO THE ACTION MAPPING CHART & JOT DOWN STRATEGIC KEY STEPS & ACTIONS THAT WILL HELP YOU SMASH THOSE GOALS.

### STEP SIX

STAY HUNGRY, BE DISCIPLINED & CLAP FOR YOURSELF.

# THINKSPACE

VISUALIZE YOUR FUTURE PLANS & CREATE A KEY LIST OF TO-DOS. THESE CAN BE SHORT OR LONG TERM GOALS.

BUSINESS // CAREER

PERSONAL GOALS

CURRENT  
STATUS

GOAL

STEPS TO GET  
THERE

MAKE IT MEASURABLE.  
*HOW WILL YOU KNOW IF YOU'VE ACCOMPLISHED YOUR GOAL?*

MAKE IT SPECIFIC.  
*WHAT DO YOU WANT TO ACCOMPLISH?*

MAKE IT ATTAINABLE.  
*HOW CAN THE GOAL BE ACCOMPLISHED?*

MAKE IT RELEVANT.  
*IS THIS GOAL WORTH WORKING HARD TO ACCOMPLISH? EXPLAIN.*

MAKE IT TIMELY.  
*BY WHEN WILL THIS GOAL BE ACCOMPLISHED?*