

# Goal Setting Checklist

## PART 1: DEFINE the GOAL

### 1. Start Here:

For your initial list, write down 10 big and long term goals you want accomplished for the following year. Don't try to be perfect, just take your time and write down a list of 10 goals that comes to mind.

### 2. Focus

Pick the top 2 most important and urgent goals from your list.

### 3. The One

From the 2, pick the 1 most important one goal you have. This is the one goal that, if accomplished will give you the biggest impact in your life right now when achieved in a year from now.

### 4. Goal is Specific

To have a better chance of accomplishing your goal, what you are trying to achieve is clearly defined.

### 5. Goal is Measurable

The goal can be measured. e.g. How much? How big?

### 6. Goal is Achievable

The goal is realistically achievable for you to have a better chance of success.

### 7. Goal is Relevant

The goal is important to you, personally. It means a lot to you to make it happen.

### 8. Goal is Time bound

The goal has a deadline. There is a target date for as to when it should be accomplished. Forever and timeless don't count.

### 9. Reward yourself

You have just defined your most important goal that you want to achieve. Congratulations. Give yourself a well-deserved & reasonable reward, one that you've always enjoyed having for finishing this activity.

## PART 2: PLAN the GOAL

### 10. Break down your Goal: Monthly

Break down your year long goal further into more manageable and doable tasks. You start by breaking the goal into sub goals. Aim to have each sub goal achievable within a month. We also refer to these sub goals as your monthly goals. Write them down.

### 11. Break down your Goal: Weekly

Break down each monthly goal mentioned in the previous step, into goals that are aimed to be achieved within a week. Refer to these goals as your weekly goals. Write them down.

### 12. Break down your Goal: Daily Tasks

Break down each weekly goal mentioned in the previous step, into goals that are aimed to be achieved within a day. Refer to these goals as your daily tasks. Write them down.

### 13. Fill your Calendar with your Daily Tasks

Use a calendar and starting with the first Monthly goal that you wrote down from Step 10, pick a month and write down the Daily Tasks from Step 12 on each corresponding day until that month is filled up with Daily Tasks.

### 14. Reward yourself

You have just broken down your most important goal of the year, into more manageable tasks - and now written on your calendar to guide you towards achieving it. Congratulations. Give yourself a well-deserved & reasonable reward, one that you've always enjoyed having for finishing this activity.

## PART 3: TAKING ACTION on the GOAL

### 15. Focus

Check your calendar and assess the Weekly Goals to be done on that month, which are the same goals taken from that Monthly goal you selected in Step 13. To be avoid being overwhelmed, focus all your energies on the week you need to work on for that month.

## 16. Prepare your environment

With the Daily Tasks from the week of the Monthly goal you chose now in your sights, check your work area and make sure it has less distractions as you begin work on your first task.

## 17. Use Tools and Resources to assist you

Use any tool, digital or otherwise, in helping you as you work on your Daily Tasks. For example, the [Pomodoro Timer](#) can help you becoming more productive. In superhero comics lore, if Tony Stark has Jarvis to help him attain his objectives, then so can you with resources to assist you on your goals.

## 18. Reward yourself

After completing the Daily Tasks for that week, give yourself a reward.

# PART 4: REVIEW your GOAL STATUS

## 19. Goal status - Review Schedule

Schedule a time to review your goal's progress. For example, at the end of each week i.e. the weekend.

## 20. Assess the Outcome

Assess the outcome of the Daily Tasks for that week which makes up your Weekly Goal. If it was an overall success, find out which factors led to the success. If some or all results did not meet expectations, know the reasons why. Was it due to unreasonable requirements? An unexpected event? Write them down.

## 21. Next Weekly Goal

From your calendar, check the Daily Tasks found on next week's Weekly Goal. If there were Daily Tasks unfinished from last week, adjust your calendar and update next week's Daily Tasks. Note that tasks and goals written on your calendar are fluid and are subject to change. The bottomline is that you continue the process towards completing your important big goal you picked from Step 3.

## 22. Continue Weekly Goals for the Month

Continue working on Steps 15 to 21 until that month has ended.

### PART 5: GOAL PROGRESS

## 23. Month End Review

Review the overall efforts made during that month. If you were successful, then congratulations - you have just completed a Sub goal taken from your Main Goal that you want achieved on that year, and you are now a step closer towards achieving your Main goal. Check back on Step 10 on how to plan another Sub goal, preferably to be done within a month.

If you still need to work on your goals, then that is fine too. Make time to learn what caused the results to not meet your expectations. Write them down and learn from them. Prepare to update your calendar and go back to Step 10 as you rewrite your tasks.

## 24. Year End Review

Review the overall efforts made at the end of the year. If you were successful, then congratulations - you have just completed your most important goal!

When you are ready for new challenges, return to Step 1 to check on the Top 10 list you have written down, update when needed and then continue the steps to begin a new endeavor.

If the outcome was not as favorable, review the possible causes of these results. Was it due to a lack of commitment? Lack of time? Not enough resources? Lack of planning? What is important is that you continue to persevere as these roadblocks are to be expected. After listing the causes, start afresh, go back to your calendar and update the tasks as you see fit.

Written by:  
Erwin Cruz