



DOING WHAT'S MOST IMPORTANT

Identify your top 3 goals. What must you accomplish in order to ensure your success? Prioritise your goals from most important to least important. While all of these goals are important, establishing priorities will help you make better decisions and set smaller goals to accomplish what's most important.

Goal	Priority
1.	
2.	
3.	



SETTING SMART GOALS

Take your top priority goal and define three key smaller goals – a long-term goal to be met within the next three to five years; a mid-term goal to be met within the next one to three years, and a short-term goal to be met within the next twelve months (transfer each goal in the short term column. Break each goal down into smaller SMART goals until you end up with a to-do list of activities and tasks.

Long-Term Goal (3-5) years)	Mid-Term Goal (1-3 years)	Short-Term Goal (12 months)



PLANNING TO REACH YOUR GOALS

Take your top-priority short-term goal and write it here. Identify all the action steps that need to be taken to reach this goal.

Action Steps	Time Required	Deadline	Resources Needed

