

Goal Setting Guide



Break It Down, Make It Doable!

The required stuff...

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While we're discussing the legal stuff, you should know this: I absolutely delight in helping people declutter their lives, clarify priorities and figure out how to thrive! However, I am not a licensed health care professional and the information within does not replace that of a licensed health care professional. All information contained within is general in nature, and does not come with any guarantee for any particular outcome. You should consider how it relates to your own situation before applying it.

So if you're good with that, I invite you to dive in and explore the process!

The fun stuff....

If you're so inclined, I'd love to connect (actually, I'd be thrilled!). I'm probably in some of the same places you are, and you'll find me sharing inspirational ideas and practical tips.



The props...

I'd like to give a big round of applause to [Unsplash](#) & [Pixabay](#) - the photographers there never let me down! They share amazing images that I am honored to use.

Goal Setting Worksheet

{ Let's make it doable! }

It can be super challenging to figure out what needs to be done next when it comes to a goal. To eliminate that overwhelm, I give you.....

The Break It Down, Make It Doable Goal Setting Worksheet.

It's an incredibly simple tool that will help you break your big goal down into sub goals, and then bite sized tasks that you can act on without having to process what it is you need to do.

In other words, the action you need to take will be obvious, making it perfect for adding to your Daily Focus List.

Here's an example of how it works....

Big Goal: Declutter and Organize My House

Sub-goal: Declutter my closet

Task 1: Toss all tattered and worn clothing

Task 2: Sort to find questionable clothing

Task 3: Try on the questionable garments

Task 4: Donate those I won't keep

Task 5: Sort non clothing items

Task 6: Decide which to keep, donate and toss

Task 7: Donate and toss the losers

You can see the sub-goal was very specific, it was to declutter to the closet. We didn't focus on any organizational aspects even though our goal indicates we want to organize as well. That would be another sub-goal. Each task is also very specific. So specific, that it's a single action. It's something that you can look at and know immediately what you need to do!



CLARITY LEADS TO STRATEGY. STRATEGY LEADS TO ACTION.

Goal Setting Worksheet

{Let's make it doable!}

Did you know evidence tells us that those who have clarity about why they want the goal and hold the belief they can actually reach the goal, are exponentially more likely to be successful. The worksheet will help you capture these two things in detail.



Did you know that those who write down their goals down are exponentially more likely to reach their goals? And those that write them down and review them are even more likely to reach them? The stats are truly compelling. Flip the page to see. I have no doubt that after a gander you'll want to get writing!

You'll see there is space to capture your goal, break it down into subgoals and add the associated discrete tasks. The worksheet is typable and editable - you can fill it all in electronically and save it (just remember to hit save or save as to rename it!). You can also go old school and print it. Whatever works for you!



Why written goals are so powerful.

{Motivational Resource!}

Research tells us that you are 42 percent more likely to achieve your goals if you write them down. That's powerful. You're 80 percent more likely to reach them if write them down and review them on a regular basis. Amazingly simple, right?

Obviously, writing out your goals is powerful. And here are a few reasons why:

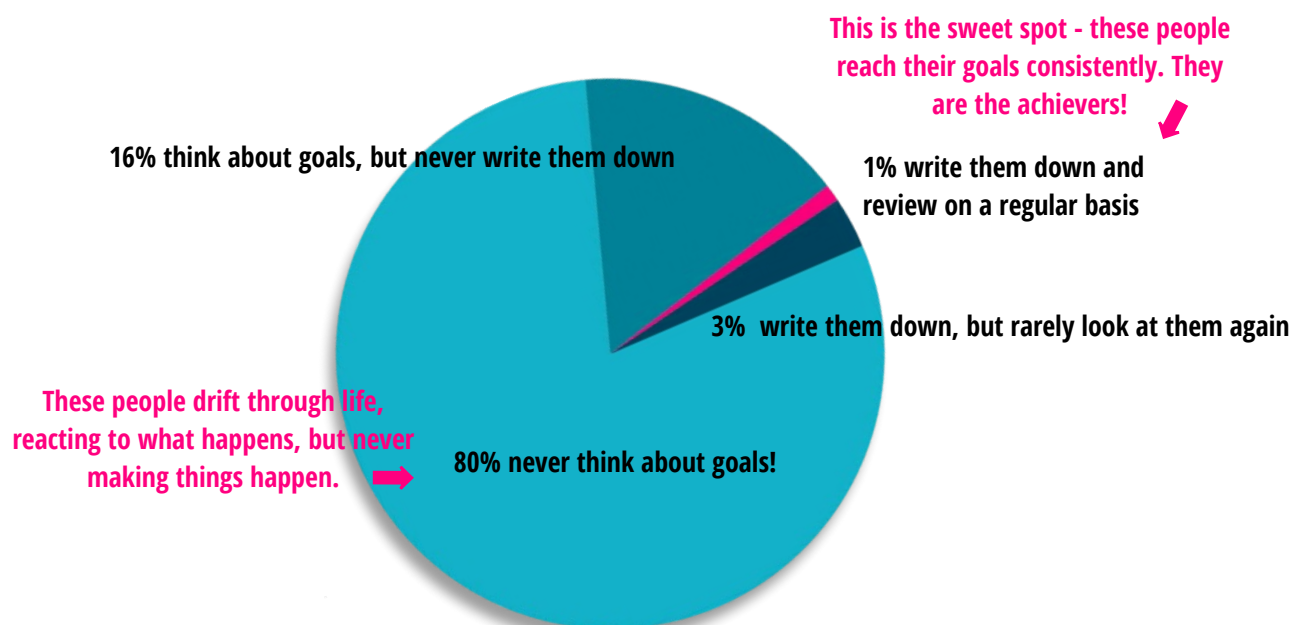
Writing pushes you to clarify what you want. You can't write it down if you can't articulate it, so the very act of having to pen to paper (or keystrokes to screen) causes you to get more specific.

Writing motivates you to take action. The written word makes things more real. It's no longer just an idea in the ether - it's something you've committed to, something you can see and that creates an obligation to act.

Writing helps you deflect distractions. A written goal gives you focus. When you have focus you can more easily filter out the trivial.

Writing gives a mile marker. A clearly written goal gives you something to measure your success against. You'll know when you reached that goal and you'll be able to celebrate by crossing it off. And that, as we all know, is ever so satisfying!

Bottom line, if you want to radically increase your chance of success - write down your goals and review them regularly. It's a kind of practical magic!



Reach Your Goals
BREAK IT DOWN! MAKE IT DOABLE!

My BIG Goal:

I want it because:

I know I can attain it because:

Sub-Goal:

Task 1:

Task 2:

Task 3:

Task 4:

Task 5:

Task 6:

Task 7:

Sub-Goal:

Task 1:

Task 2:

Task 3:

Task 4:

Task 5:

Task 6:

Task 7:

Sub-Goal:

Task 1:

Task 2:

Task 3:

Task 4:

Task 5:

Task 6:

Task 7:

Sub-Goal:

Task 1:

Task 2:

Task 3:

Task 4:

Task 5:

Task 6:

Task 7:

Sub-Goal:

Task 1:

Task 2:

Task 3:

Task 4:

Task 5:

Task 6:

Task 7: