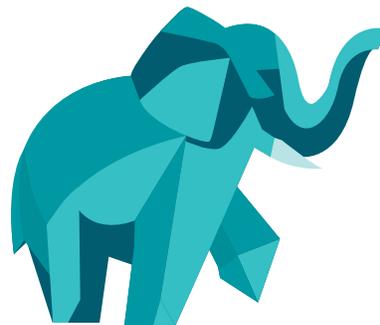


REACH YOUR GOALS REFERENCE SHEET

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FOR LEADERSHIP



REACH YOUR GOALS REFERENCE SHEET

In order to reach your goal, you need to explore it fully. The more outlined the goal, the easier it will be to formulate a plan, making the goal easier to achieve. [Click here to learn more about setting your goals.](#)

Answer the questions below, being as detailed and thorough as possible with each one.

WHAT SPECIFICALLY DO I WANT?

Make sure to phrase the goal in a positive format. The brain doesn't work well with negatives.

Negatively stated goal: I don't want to be in debt.

Positively stated goal: I want to be wealthy.

WHEN I REACH THE GOAL:

What will I see?

What will I hear?

What will I feel?

What will other people notice?

What will this give me that's even more important than reaching the goal? (love, choice, confidence, power, etc.)

HOW WILL I KNOW WHEN I'VE ACHIEVED THE GOAL?

What is the evidence?

What timeframe will I give to the overall goal?

How soon will it happen?

How often will it happen?

HOW WILL I KNOW IF I AM MAKING PROGRESS TOWARD MY GOAL?

What are the benchmarks I will reach before achieving the full goal?

What target dates will I set for each benchmark?

How will I celebrate each benchmark?

UNDER WHAT CIRCUMSTANCES, OR WHERE, WHEN, AND WITH WHOM, DO I WANT TO HAVE THE RESULT?

- Who will celebrate with me?
- How will it affect my life?
- How will it affect the way I live?
- How will it affect other people around me? (Family, friends, co-workers, etc.)
- How will it affect my health? (i.e. longer work hours can increase stress; more exercise can increase energy)
- What problems might arise from reaching the goal?
- What solutions might I be able to create for any of these problems?

WHAT STOPS ME FROM HAVING THE DESIRED OUTCOME ALREADY?

- How might my thinking be holding me back?
- Are the obstacles real or not?
- Do I need a different approach?
- Would an outside perspective help to outline what I'm missing?

WHAT RESOURCES DO I NEED TO CREATE THE OUTCOME I WANT?

- What resources do I already have that I can use to reach my goal?
- What do I need and don't have?
- Do I need to do more research?
- Do I need assistance from another person or group?
- What will I need that person to do?
- When will I need that person to help?

HOW AM I GOING TO GET THERE?

- Is there more than one way to reach the goal? (The more choices the better.)

WHAT IS THE FIRST STEP I WILL TAKE?

MAKING THE PLAN:

- Break down the goal into small chunks, the smaller they are the easier they will be to achieve.
- Assign dates for completion to each step.
- Each step should be checkable. For example, networking is not a checkable task. 'Go to ABC Group on Tuesday at 9:30AM' is checkable. Be very specific, it will make it easier to complete and to hold yourself accountable.

If you are working with other people on the goal, assign follow up dates to each step to be sure you are on track to reach the overall goal. [For more information on follow up click here.](#)