

QUICK ONE WEEK GOAL WORKSHEET

This is an exercise for those who are interested in understanding the goal setting process better. This worksheet helps you to generate a compact one week goal, while putting you through a logical thinking process that helps to identify all the component parts of your goal, giving you a built in deadline, and assists you in creating a mini action plan.

1. What are the 3 things you are really focused on accomplishing right now?

2. Which of these is related to professional development? Personal Balance? Financial Growth?

3. At this moment in time choose one of the items listed in #1 that is the most important to focus on right now? Why? List it & the reason below:

4. Based on you choice in #3 – set the timer to 1 minute and list all of the activities you believe can help you make progress in the area selected

5. Based on your answer in #4 which of the actions listed could you undertake in the next 7 days that would help you make material progress towards accomplishing the item listed in #3?

6. Which of these activities listed in #5 have you already begun or are currently prepared to undertake?

7. Below break downt the activities listed in #6 into Tasks & Projects.



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(NOTE: A project is an activity that has several component parts or tasks that are required for its completion. A task is an activity that can be accomplished after taking a single course of action such as grocery shopping or updating your email list)

8. Identify the one project you can work on this week which has at least 2-3 tasks associated with its completion. What is it? What are its tasks? *(Note: some of the tasks related to the project may be listed above in #7)*

9. Do you have everything you need to complete the tasks? If Yes, what do you need? If No, go back to question 7 to select another project, then run that project through the rest of the question on this worksheet. (note: this question asks if you have all of the internal & external resources necessary to get the Tasks done. Meaning in order to complete the tasks you would not need to learn a new skill, make a large purchase of supplies, or incur some grand expense. Be honest with yourself here.)

10. Prioritize the Tasks in order of importance to project completion. Look at your next 7 days and schedule in time to work on the tasks in order of importance so that you can maintain dedicated FOCUS ON ONE TASK AT A TIME.

NOW, GET AFTER IT! YOU GOT THIS! Setting and completing goals is like learning a new language at first it all seems foreign, but then after working at for sometime, suddenly it all begins to make sense.

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