

Planning your goal getting

What are your goals for the period ahead?

What progress do you want to make in the next month for each of your goals?

For each of your goals, list the actions you will need to take in the month ahead to make that progress. Make sure to consider:

- One-off tasks
- Monthly tasks
- Weekly tasks
- Daily tasks

Where will you list and track the completion of each of your tasks?

Which of the actions do you think will be the most difficult for you to complete? For these actions, consider:

- How can I make the "cue" for this action unmissable?
- How can I make completing this action enjoyable?
- How can I eliminate barriers to completing this action?
- How can I make completing this action satisfying?

For your one-off, monthly, and weekly actions, use a calendar to plan when these will ideally happen within the month. Make sure to plan the timing of these with consideration to the other happenings planned for the month ahead.

Reflection prompts

Daily reflection questions

- Have I marked my progress on my trackers?
- What successes from today, big or small, can I be proud of?
- What can I do to make more progress tomorrow?

Weekly reflection questions:

- What progress have I made towards my goals this week?
- How well did my actions from the week align with my goals?
- What are my top 3 'wins' from this week?
- What goal-hindering challenges did I experience this week?
- How can I improve my approach in the week ahead?
- What other tasks and commitments do I need to be mindful of for the week ahead?
- Which one-off or monthly actions do I want to achieve in the week ahead?

Mid-month reflection questions:

- What are my goals
- Which of my goals have I been prioritising in the first half of the month?
- Am I enjoying my work towards each of these goals?
- What do I need to change about my approach to each of these goals?
- Am I on track to complete my desired progress with each goal by the end of the month?
- How can I change my desired progress to align with the progress I've made so far and the time I have left?

Monthly reflection questions:

- Did I achieve my desired progress for each of my goals?
- What did I learn about how I like to set and work on goals?
- If I were to start the month over, would I still have selected these goals?
- Which parts of my goals were easy to complete? What made them easy?
- Which parts of my goals were hard to complete? What made them hard?
- Am I keeping the same goals for the period ahead?
- What progress do I want to make on my goals next month?