

1. Long-Term Goals

Number of months you'll be working towards these goals (3, 6, 12): _____

*These are your *big* goals. They should feel a bit scary but also doable *for you* when taking into account your own life situation and also the amount of months you've set.

Personal These have to do with your mental/physical wellbeing and hobbies.	Professional These have to do with soft or hard skills that will help you expand professionally or in an area you'd like to pursue professionally in the future.	Interpersonal These have to do with the relationships you have with family, friends and colleagues.

***Non-negotiables** These are all of the activities that you're *not* willing to give up and simply *must* be done every week, no matter what (ex.: end work day at 5:00 p.m., 6:00 p.m. dinner with family, 1 hr. daily workout, go to bed at 10:00 p.m.). Usually these are connected to your goals in some way, shape or form.

2. Monthly Objectives

Specific months you'll be working towards your goals (ex. Jan.-Apr., Jan.-June): _____

*Break your big goals down into doable monthly chunks. *Be specific!*

	Personal	Professional	Interpersonal
Month			
January			
February			
March			

Month	Personal	Professional	Interpersonal
April			
May			
June			

	Personal	Professional	Interpersonal
Month			
July			
August			
September			

Month	Personal	Professional	Interpersonal
October			
November			
December			

3. Weekly Tasks

Week of: _____

*Break down monthly objectives into doable daily tasks you'll be working on each week. This is just an example of how you could structure your weekly planning, but these tasks are what you'd plug into your planner/agenda.

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning						
Afternoon						
Evening						

Week of: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning						
Afternoon						
Evening						