

1. Long-Term Goals

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

*These are your *big* goals. They should feel a bit scary but also doable *for you* in your current chapter in life and also the amount of months you've set.

Try to limit your goals to *no more than three in each area*.

Personal These have to do with your mental/physical wellbeing and hobbies you're doing for relaxation and fun.	Professional Soft or hard skills that will help you expand professionally, an area you'd like to pursue professionally in the future, or a hobby you're serious about developing further in.	Interpersonal These have to do with relationships you have with important people in your life (family, friends, colleagues).

***Non-negotiables** These are activities that you're *not* willing to give up and simply *must* be done every day or 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.). You can think of these as "rules" that will help you reach your goals.

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: _____

Morning

Afternoon

Evening

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend