


Taking action: Achieving goals step by step

Whether you're aiming to finish your first 10k, pay down debt or clean out cupboards, achieving goals can be challenging. It's natural to feel overwhelmed, nervous or anxious – sometimes it can be hard to know where or how to start.

Breaking a process into manageable steps can help make it easier to take action and move toward success. Use this worksheet to create a step-by-step plan for achieving a goal. See the example below for guidance.

Getting started

1. **Write down your goal.** Use the example at right as a guide.
2. **Add more details to give your goal a purpose and time frame.** Explain why you want to achieve it and by when. This will help you clearly understand what your goal is and what success looks like – and motivate you to make progress.
3. **Think through what you need to do.** Write down what resources and actions you'll need to pursue your goal.
4. **Break the goal into milestone steps.** For each step, list action items and set realistic target deadlines. Also, since life rarely goes exactly as planned, build in some room to adjust for the unexpected.

Goal I want to run a 10k.		
What does success look like? I want to run my first 10k this year to get in better shape and help raise money for one of my favorite charities.	What do I need to do to accomplish my goal? Research charity fundraisers, how to train for a 10k marathon, what gear is recommended and budget estimates.	Action items and deadlines <input type="checkbox"/> Create a training plan and start training By date <u>now</u> <input type="checkbox"/> Identify 3-5 charities I want to help By date <u>May 31</u> <input type="checkbox"/> Find local 10k races, dates and entry fees By date <u>June 15</u>
 Check off each action item as you complete them and celebrate your milestones!		

5. **Take action and track your progress.** Check off each action item you complete and celebrate milestones along the way.

Goal:

What does success look like?

What do I need to do to accomplish my goal?

Action items and deadlines

- ☐ _____
_____ By date _____
- ☐ _____
_____ By date _____
- ☐ _____
_____ By date _____



Check off each action item as you complete them and celebrate your milestones!

Sources

Action for Happiness, [Set your goals and make them happen.](#)

National 4-H Council, [SMART goals.](#)

NSLS Foundation, [Goal setting techniques: Ways to effectively set and achieve goals.](#)



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