

# *Achieve Your Goals*

The following workbook is designed to help keep yourself accountable as you work toward your goals. The pages are designed to be printed off as needed for your business to help you create a weekly schedule to ensure you move closer each week towards the top 5 SMART goals that you have chosen for yourself and your business.

## Page Breakdown:

Page 1: Category 1 – Work

Page 2: Category 2 – Education + Personal Development

Page 3: Category 3 – Health

Page 4: Category 4 – Family

Page 5: Category 5 – Giving Back

Page 6: Weekly Calendar Template to Block Time in Week

If you find your goals don't reflect the above categories, that's okay, just edit the document to fit your current situation!

# Achieve Your Goals

Category 1: Work

What: \_\_\_\_\_

How/Steps to Accomplish: \_\_\_\_\_

\_\_\_\_\_

Calculations:

How much time do you need to set aside each week to achieve your goal in 90 days?

1. Time to complete each step above (List out):
2. Total time needed (Add estimates above):
3. Time to allocate per week (Total Time Needed/13 Weeks):

Weekly Notes + Progress

Week	Actual Time Spent	Notes (Progress, Successes + Hardships)
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		

Completed? \_\_\_\_\_

# Achieve Your Goals

Category 2 – Education + Personal Development

What: \_\_\_\_\_

How/Steps to Accomplish: \_\_\_\_\_

\_\_\_\_\_

Calculations:

How much time do you need to set aside each week to achieve your goal in 90 days?

1. Time to complete each step above (List out):
2. Total time needed (Add estimates above):
3. Time to allocate per week (Total Time Needed/13 Weeks):

Weekly Notes + Progress

Week	Actual Time Spent	Notes (Progress, Successes + Hardships)
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		

Completed? \_\_\_\_\_

# Achieve Your Goals

Category 3: Health

What: \_\_\_\_\_

How/Steps to Accomplish: \_\_\_\_\_

\_\_\_\_\_

Calculations:

How much time do you need to set aside each week to achieve your goal in 90 days?

1. Time to complete each step above (List out):
2. Total time needed (Add estimates above):
3. Time to allocate per week (Total Time Needed/13 Weeks):

Weekly Notes + Progress

Week	Actual Time Spent	Notes (Progress, Successes + Hardships)
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		

Completed? \_\_\_\_\_

# Achieve Your Goals

Category 4: Family

What: \_\_\_\_\_

How/Steps to Accomplish: \_\_\_\_\_

\_\_\_\_\_

Calculations:

How much time do you need to set aside each week to achieve your goal in 90 days?

1. Time to complete each step above (List out):
2. Total time needed (Add estimates above):
3. Time to allocate per week (Total Time Needed/13 Weeks):

Weekly Notes + Progress

Week	Actual Time Spent	Notes (Progress, Successes + Hardships)
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		

Completed? \_\_\_\_\_

# Achieve Your Goals

Category 5: Giving Back

What: \_\_\_\_\_

How/Steps to Accomplish: \_\_\_\_\_

\_\_\_\_\_

Calculations:

How much time do you need to set aside each week to achieve your goal in 90 days?

1. Time to complete each step above (List out):
2. Total time needed (Add estimates above):
3. Time to allocate per week (Total Time Needed/13 Weeks):

Weekly Notes + Progress

Week	Actual Time Spent	Notes (Progress, Successes + Hardships)
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		

Completed? \_\_\_\_\_

# Achieve Your Goals

Weekly Schedule

Dates: \_\_\_\_\_

<p><u>Monday</u></p> <p>Top Priorities:</p> <p>Morning:</p> <p>Midday:</p> <p>Afternoon:</p> <p>Evening:</p>	<p><u>Tuesday</u></p> <p>Top Priorities:</p> <p>Morning:</p> <p>Midday:</p> <p>Afternoon:</p> <p>Evening:</p>
<p><u>Wednesday</u></p> <p>Top Priorities:</p> <p>Morning:</p> <p>Midday:</p> <p>Afternoon:</p> <p>Evening:</p>	<p><u>Thursday</u></p> <p>Top Priorities:</p> <p>Morning:</p> <p>Midday:</p> <p>Afternoon:</p> <p>Evening:</p>
<p><u>Friday</u></p> <p>Top Priorities:</p> <p>Morning:</p> <p>Midday:</p> <p>Afternoon:</p> <p>Evening:</p>	<p><u>Saturday</u></p> <p>Top Priorities:</p> <p>Morning:</p> <p>Midday:</p> <p>Afternoon:</p> <p>Evening:</p>
<p><u>Sunday</u></p>	<p>Daily Tasks:</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>

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