

Breaking Down and Achieving Your Goals

Step 1	What is your long-term goal?	
Step 2	When will you achieve this goal?	
Step 3	What goals can you set for the next year that will help you to achieve your long-term goal?	
Step 4	What goals can you accomplish in the next 3 months that will help you to achieve your long-term goal?	
Step 5	What goals can you accomplish in the next month that will help you to achieve your long-term goal?	
Step 6	What can you accomplish in the next week that will help you to achieve your goal?	
Step 7	What can you accomplish tomorrow that will help you to achieve your goal?	

What resources are available to you to help you achieve your goal?