

# Want to Reach Your Goals?

## HOLD YOURSELF ACCOUNTABLE!

When was the last time you challenged yourself by working toward a difficult goal? Did you accomplish it? Many people struggle to set up effective strategies, systems, and support. Use this handout to refine your techniques, hold yourself accountable, and accomplish your dreams.

**Set your goal. Make it specific.**

**Identify your support system.**

What types of support do you need to accomplish this goal?

**Take Action:** Write the names of your support people and how you'd like them to hold you accountable.

**Schedule your time.**

When will you work on this goal? Mark the days and times in your calendar. Consider when you do your best work. Are you more productive in the mornings, the afternoons, or evenings?

**Take Action:** List the days and times you will devote to working on this goal.

## Create concrete action items.

What specific action steps will lead you to your goal? Break down each milestone into smaller tasks.

**Take Action:** Assign a due date to each action step and schedule each item in your calendar now.

## Check-in on time management and consistency.

Set up a monthly call with your coach or accountability partner, or block out 30 minutes with yourself to evaluate your progress. Adjust if needed.

**Take Action:** Schedule check-ins in your calendar now.

## Recharge and revitalize.

What will keep you going as you work toward your goal? A massage? A long walk?

**Take Action:** Describe how you will recharge and revitalize yourself.

## Enhance your environment.

What environment do you work best in? Does it need to be organized and free of clutter? Do you need inspirational words and pictures around you?

**Take Action:** Enhance your work space. Create an environment that will fuel your best work and propel you toward your goal.