Breaking Down a Long-Term Goal

Step 1 – Define the Long-Term Goal

📝 What's the big thing you want to achieve?

Long-Term Goal: _____

Step 2 – Set Milestones (medium-term checkpoints)

📝 What needs to happen along the way?

Milestone 1: _____ (by _____)

Milestone 2: _____ (by _____)

Milestone 3: _____ (by _____)

Step 3 – Break Milestones into Short-Term Goals

📝 What weekly/daily actions will move you toward each milestone?

Short-Term Goal 1: _____ (due _____)

Short-Term Goal 2: _____ (due _____)

Short-Term Goal 3: _____ (due _____)

Short-Term Goal 4: _____ (due _____)

Step 4 – First Action Step

💡 What's the very first thing you can do today to get started?

Action Step: _____

✨ Celebrate Progress

How will you reward yourself when you hit a milestone?

Reward: _____