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| Goal Setting |
| **Big Picture Goal – My New Reality** |
| Define the destination of your journey. Big picture, what do you want? |
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| **The Foundation – Why** |
| Your “why” is the foundation of your goals and will help you stick to them long-term. Why have you chosen your big picture goal? |
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| **Three Year Goals Between:** |  | **and:** |  |
| What do I need to achieve in 3 years that will put me on the path to achieving my Big Picture Goal? | | | |
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| **Annual Goals Between:** |  | **and** | |  | | |
| List your goals for this year. Write down no more than five (as few as possible). Put your most important priority first. | | | | | | |
|  | | | Behind | | On Track | Ahead |
|  | | | Behind | | On Track | Ahead |
|  | | | Behind | | On Track | Ahead |
|  | | | Behind | | On Track | Ahead |
|  | | | Behind | | On Track | Ahead |

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| Action Plan | |
| Accountability Partner Name: |  |
| Report Progress on (day and time): |  |

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| --- | --- |
| **Priorities This Quarter** | **Objectives This Month** |
| No more than 5. As few as possible. **Bold** the most important priority. | As few as possible. **Bold** the most important objective. |
|  |  |
| Success Metrics: | Success Metrics: |
|  |  |

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| * **To Do This Week** |
| Plan actions and calendar investment activities for next week on (day and time) |
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| * **To Do – Core List** | |
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| GIA Today: |  |
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| Habits to Change or Develop | |  |
| **Habits I Want to Change or Develop (Focus on work habit)** | **How I Plan to Change or Develop This Habit** | **Why Am I Doing This** |
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| TIME |
| **Treasured TIME I Want** |
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| **Investment TIME for My Focus (in order of importance)** | |
| Topic | Why |
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| **Mandatory TIME** | | |
| Topic | Minimize or Outsource Strategy | Hours Saved Target *(per week)* |
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| --- | --- | --- |
| **Empty TIME** | | |
| Topic | Minimize Strategy | Hours Saved Target |
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| Avoiding Distraction | |
| **Be Impossible to Distract (Focus on work environment)** | |
| Distraction | How I Will Avoid |
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| **My “To Don’t” List** |
| Possible priorities or actions that are good, but not great right now, or great but not priorities right now. Focus on work. |
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| **Maximizing Energy** | | |
| How I’ll maximize energy across the following. | | |
| Mind: | Body: | Spirit: |
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| Track Your TIME |  |  |
| --- | --- | --- |
| **Activity** | **Category**  **(T,I,M, or E)** | **Minutes** |
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