

# Simple and Fun Goal Setting Calendar



[www.EvaGregory.com](http://www.EvaGregory.com)

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# Calendar

Use this calendar to initiate action towards your big goal.

Week 1: Brainstorming; Refining	
<b>Monday</b>	
<b>A.M.</b> <ul style="list-style-type: none"><li>• Fill out the Worksheet to get started. (Remember you can always re-do it when you have a clearer idea about your goals.)</li><li>• Do an activity to help break you out of Autopilot as you brainstorm. Create a vision board or journal, use mind mapping software, play with a Word Cloud program etc.</li><li>• Decide if there is someone who could help you brainstorm further. Contact them and set up a meeting or talk to them via computer or telephone</li><li>• Think about your ideal lifestyle. List your core values. Make sure your goal is in alignment with these</li></ul>	<b>P.M.</b> <ul style="list-style-type: none"><li>• Decide on an accountability method. Decide on person, service or group. Contact them.</li><li>• Get feedback on your goal from reliable contacts</li><li>• Create a mission statement for your goal</li><li>• Create a slogan that personifies your goal theme</li></ul>
<b>Tuesday</b>	
<b>A.M.</b> <ul style="list-style-type: none"><li>• List all the steps you have to take. (Use your completed worksheet.)</li><li>• Set up your planning system (schedules, spreadsheets, tracking)</li><li>• List people you plan to include or outsource to</li><li>• Calculate your budget, including outsourcing costs or costs for new</li></ul>	<b>P.M.</b> <ul style="list-style-type: none"><li>• Do housekeeping. Create any documents (e.g. lists, timesheets) you need to create for team members</li><li>• Get feedback. Meet with your accountability group, coach or partner</li></ul>

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equipment, software or services	
<b>Wednesday</b>	
<p><b>A.M.</b></p> <ul style="list-style-type: none"> <li>• Formalize your goal. Announce it; post it to your accountability group or service or create an action plan with your coach</li> <li>• Decide on the right order of steps or mini-goals</li> <li>• Research how long each step should take. Divide steps into:             <ul style="list-style-type: none"> <li>○ Necessary for you to perform</li> <li>○ Outsourced—give fair completion date</li> <li>○ Unnecessary. (Scrap!)</li> </ul> </li> </ul>	<p><b>P.M.</b></p> <ul style="list-style-type: none"> <li>• Decide on:             <ul style="list-style-type: none"> <li>○ Rewards</li> <li>○ Check-ins*</li> </ul> </li> <li>• Decide on first step</li> <li>• Download any software you need</li> <li>• Subscribe to any service or app that will make your journey easier to track and complete</li> </ul>
<b>Thursday</b>	
<p><b>A.M.</b></p> <ul style="list-style-type: none"> <li>• Take first step!</li> </ul>	<p><b>P.M.</b></p>
<b>Friday</b>	
<p><b>A.M.</b></p> <ul style="list-style-type: none"> <li>• Review your week</li> <li>• Continue working towards your goal within the time slots allotted daily</li> </ul>	<p><b>P.M.</b></p> <ul style="list-style-type: none"> <li>• Make a journal</li> <li>• Make notes you can refer to over time. Concentrate on:             <ul style="list-style-type: none"> <li>○ What works</li> <li>○ What is a problem</li> </ul> </li> </ul>

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	○ How you solve it
<b>Saturday</b>	
<b>Spend time with family</b>	
<b>Sunday</b>	
<b>RELAX and RECHARGE</b>	
<b>Weekly (—Action time!)</b>	
<ul style="list-style-type: none"> <li>• Continue working towards your goal daily. Do at least <b>one activity per day</b> that advances you towards it</li> <li>• Celebrate the completion of each day’s activity</li> <li>• Check in with contractors/team at least once</li> <li>• Check in weekly with accountability group, coach or partner</li> </ul>	
<b>Mondays</b>	
<ul style="list-style-type: none"> <li>• Review previous week (preferably with accountability partner/group)</li> <li>• Determined what worked and what is on target</li> <li>• Determine what didn’t work. Identify cause.</li> <li>• Brainstorm solution and initiate</li> </ul>	
<b>Optional Tasks</b>	

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- Record your journey: You never know—there may be a book in it that you could write... or a resource for your subscribers

### Monthly

- Check to make sure your focus is still on target.
- Review your goal. Does it need adjusting?
- Review your methods. Are they working? What needs adjusting?
- Adjust your schedule to suit your needs; your contractors
- Check in with your accountability coach, group or partner, if you prefer monthly check-ins to weekly

### Goal Achievement

- Celebrate!
- Reward and acknowledge those who have helped you
- Look back over your year. Note the highlights. Note the pitfalls.
- Write out or record ideas for your next goal-setting process
- Set your next big goal for your business!