Part 1.

Preparation

1. Identify goals for 4 areas of your life and write them in the numbered spaces below. Ensure that each goal is a reasonably realistic/achievable one.

2. List 20 benefits you will get from reaching these goals in the spaces provided underneath.

1.	2.	3.	4.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

3. An obstacle is something unexpected that may occur or happen that could prevent you from reaching your goal.

   Think about some of the 'obstacles' you may encounter that could keep you from achieving these goals. List them in the table below, and consider ways that you might be able to overcome them, writing your ideas in the space provided alongside.

Obstacles	How I could overcome these obstacles

4. There are so many people and resources around you/available to you that may be able to assist you in achieving your goals. Think about your goals and list some contacts or resources in the spaces provided below, briefly outlining how they may be able to assist you.

Who can help	How they can help

Part 2.

Rephrase the Goal

After considering the possible obstacles you may be faced with and how you may be able to overcome them, lets now look at how you can breakdown the process involved in the successful achievement of your goal. It's called chunking!

Relist your four goals below, indicate the date that you set yourself each goal.

My four goals	Set Date
1.	
2.	
3.	
4.	

Planning and Prioritising

List here the various individual milestones you will need to achieve as you work toward your goal.

Which of these milestones are a priority (ie. You must do this before you can progress any further)?

Goal	Chunks/milestones	Priority
1.		
2.		
3.		
4.		

Achieving Your Goals - Individual Action Plan

Now put it all together. This is your Action Plan. Refer back to your Action Plan regularly for motivation and to track your progress.

Goal	Chunks/milestones	When	Who will help
1.			
2.			
3.			
4.			