

Goal Setting Worksheet + Action Steps
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1) What is it that you want to accomplish, and by when do you plan to accomplish this by?
(Example: 1,000,000 person e-mail list, three years from today)

Accomplishment:

By When: _____

2) What specific things must you have in place for you to help make your goal possible (the framework)? (Example: Autoresponder, Page Builder...etc)

List Those Specific Things Here

3) Who do you know who has accomplished your goal that you can learn from, so you can get the correct information that will give you the necessary understanding to achieve your goal? What actions will you have to take each day /week / month / year to make sure you hit your goal (Example: Find someone who has built a 1,000,000 email list → my buddy John)

Friends

If you would like to learn how my coaching and accountability services will help you reach your goals, please send me an e-mail with the Subject Line “Scott, Coaching”

Actions During Week + Days + Months + Years
(Example: Post To Blog Mon + Wed)

4) What are the specific one-time things you have to spend time building for your framework, so when you start taking action these things are in place to make your job easier?
(Example: Write autoresponder series for free e-mail giveaway, create capture page that traffic will be sent to so they can opt-in, create front end advertisements that will drive traffic into capture page)

One Time Things

5) Take these three actions below in the following order

Action Step #1 – Take the time to complete the specific tasks in #4 (May take more than one day)

Action Step #2 – Take the time to look at the specific daily/weekly/monthly/yearly activities in the second part of #3 and schedule them into your calendar between now and the deadline you have set for yourself to achieve your goal by

Action Step #3 – Find a way to hold yourself accountable (Example: Accountability buddy, mastermind group)

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6) Start taking action following the plan you have set up in Action Step #2 of step #5 in the worksheet.

7) As you start taking action, be sure that you keep yourself accountable to whatever you held yourself accountable with in Action Step #3 of step #5 in the worksheet

8) On the final day you have set for yourself to accomplish your goal by, celebrate. On the next day look at what happened, think about where you could have done things better, and then rinse and repeat the process starting with Step #1.

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