

The Cabinet Goal Sheet



Step 1:

Get clear on what you really want to change or to achieve. Write every goal you'd like to accomplish in the next 5 years. Write as fast as possible. From that list pick four goals that you could tackle this year. Begin with the goal that you are willing to do the hardest work to accomplish.

Step 2:

Write a SMART statement of this goal. I repeat, your written goal needs to include all aspects of SMART goal-setting. Don't write, I want to be healthier, or be happier, or make more money. Write instead, "I want to be earning \$100,000 annually in two years," "I want to learn to cook a roast and cook the Thanksgiving turkey this year." The clearer the picture of what you want, the easier it will be for you to develop a strategy that gets you from point A to point B.

Step 3:

You need to state why you want to reach this goal. What is your purpose? Clarity of purpose determines the power of your commitment, which in turn fuels the self-discipline process. Writing down your purpose will also help you be sure that the goal is authentic to you and not someone else's idea of what you should do. Knowing why you are doing what you're doing, will give you enduring motivation when the going gets tough.

Step 4:

List the steps, as many as you can think of, that your goal requires. Later you will give each of these steps a time frame. But for now all you need to do is put down the steps in short sentence form, very short sentence form. Don't try to list the steps in order. Just write them down. You can always add, delete, or modify later. As you list the required steps, break down the intimidating ones in to smaller steps. The smaller the steps, the better your chances of completing them.

"It's never too late, in fiction or in life, to revise."

-Nancy Thayer

