

Goal Breakdown Planner

Goal Definition: Clarify Your Big Goal

What is your big goal? Be specific (e.g., Close 20 transactions in a year).

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What is the deadline for achieving this goal?

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Why is this goal important to you?

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Milestone Planning: Breaking Down Your Goal

Break your goal into smaller milestones. What can you achieve quarterly?

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What are your monthly targets for each milestone?

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How will achieving these milestones bring you closer to your big goal?

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Action Steps: Creating Your Plan

List daily or weekly tasks to achieve each milestone.

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What resources or tools do you need to complete these tasks?

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Who can support you in completing these tasks (e.g., accountability partner, coach)?

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Progress Tracking: Staying on Course

How will you track your progress (e.g., spreadsheet, app, journal)?

What will you do to celebrate achieving milestones?

How will you adjust your plan if you're falling behind?
