



Step 1: Review Your Life Plan

Spend 20 minutes reading through you "Life Plan", especially focusing on this next year.

Step 2: Make a Massive List

Make a list of everything you want to accomplish over these next 3 months.

Step 3: Reduce the List

Highlight only what is relevant to your Life Plan vision for this next year and create 3 to 5 goals out of that list of highlighted items.

Step 4: Check that Each Goal is SMART

Is it specific?
Is it measurable?
Is is achievable?
Is it relevant?
Is it time bound?

Step 5: Put it Somewhere Visible

Put your list of 3 to 5 Quarterly Goals somewhere you can review them regularly.