

ACTIVITY: BREAK BIG GOALS INTO MILESTONES

Take some time now to break down each of your short -term goals into milestones using the attached worksheet.

| 90 DAY GOAL | MILESTONES | HOW WILL I ACHIEVE THESE MILESTONES |
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ACTIVITY: PROCESS VS. OUTCOME GOALS

You can divide each of the milestones you identified in the lesson above into process goals for you to achieve. Start by thinking about the actions you should take, or regular behaviors you should engage in, to make those milestones happen.

Example:

| 90 DAY GOAL | MILESTONES | PROCESS GOALS |
|---------------------------------------|------------------------|--|
| Example: lose 100 pounds in 12 months | Example: Lose 8 pounds | Example: <ul style="list-style-type: none"> • Eating a total of 1500 calories each day • Going for a 30 minute walk after dinner each evening • Working out in the gym for 60 minutes every day |

| 90 DAY GOAL | MILESTONES | PROCESS GOALS |
|-------------|------------|---------------|
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| 90 DAY GOAL | MILESTONES | PROCESS GOALS |
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ACTIVITY: MEASURING PROGRESS TOWARDS YOUR GOAL

Write down how you are going to measure progress towards your goals and create your own daily tracker or checklist to measure and track progress.

Create your own tracker or checklist in the space below: