



Define & refine your goals using this step by step guide to developing your creative action plan

Getting Started

Select massive, passionate, awesome outcomes that you want to achieve over the next 3 years ideally.

You can aim for a balance of artistic, financial or business, personal development & passion project aspirations.

Pick three from the list that will advance your dreams the most.

TIP: It helps to write them as if you have achieved them already. For example, I HAVE 1,000 followers on Instagram.

Step 1: Choose 10 Goals

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Step 2: Pick 3 Faves

Pick three from your list of ten. These three goals need to be the ones that excite you the most, give you butterflies & scare you all at the same time!

- 1.
- 2.
- 3.

Brainstorm!

Take your three selected goals & brainstorm at least ten activities that break down each goal into smaller chunks or tasks that you need to action. Write the goal in the header for each section.



Break it down

Brainstorm ten activities that break down each goal into smaller chunks or tasks that you can action. Write the goal in the header.

Goal 1:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Goal 2:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Break it down (continued)

Goal 3:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



NOTES:

Write any ideas, thoughts, brainstorm or mind maps here.

The Next Step

Assess the time frame each of your tasks will take. What can you tackle in the next 3 days, 3 weeks, 3 months? Assign the tasks within these blocks of time.

Now schedule them into your diary!

Check them off as you get through them & review daily adding in new actions to complete from your brainstorm list as you go.

You can print this page a few times or create your own way of noting down your actionables.

3 months:

- 1.
- 2.
- 3.

3 days:

- 1.
- 2.
- 3.

3 weeks:

- 1.
- 2.
- 3.

Handy Hints

Schedule It In!

Schedule each actionable into your daily calendar so you're booking in time to complete the tasks. This step will be a game changer in moving you closer to your goals.

Find Time

Find time outside your waking & working hours to tackle your tasks. Yes, that could mean getting up an hour or so earlier! If that idea doesn't appeal to you, try cutting out 30 minutes of social media browsing time & redistributing that to actioning your tasks.

Break It Down Again

Each task may need to be broken down further into even smaller manageable chunks. Approach each one separately & allocate a realistic amount of time to complete them comfortably. Allow yourself extra contingency time too.

Check In

Review your goals regularly & cut yourself slack if you need to bump out the completion date a little.

What's Your Next Step?

Firstly, congratulations on setting some stellar goals & outcomes for yourself!

You've got the what, when & why sorted!

Need more clarity on HOW to achieve your goals?

Or maybe you just want a bit more accountability to stay on track?

Click on the button below to book a time to talk with me about your goals & I can help you craft an action plan that fits you like a glove.

I'm looking forward to chatting with you soon!

Cherie x

LET'S CHAT THROUGH YOUR
ACTION PLAN