



BIG *notes*  
get VOTES

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

# Getting Started

Select big goals that you want to achieve over the next 3 years ideally.

TIP: It helps to write them as if you have achieved them already. For example, I HAVE 10,000 followers on Instagram.

## Step 1: Choose 10 Big 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 everything you need to do to achieve your goals. A minimum of ten tasks.



# Break it down

Breakdown each goal further 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, brainstorming 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 & add in new actions to complete from your brainstorm list as you go.

## 3 hours:

- 1.
- 2.
- 3.

## 3 days:

- 1.
- 2.
- 3.

## 3 weeks:

- 1.
- 2.
- 3.

## 3 months:

- 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. 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 & using that time that to action 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. Grab yourself a cool looking journal or create a special digital space to keep all your planning notes in one place.

# 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!

LET'S CHAT!