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Failure is not an option, set yourself up with achievable goals with these 4 simple steps.

### GUIDE



#### PRIORITIZE

List your goals and then rank them from most important to least.

#### **IDENTIFY BARRIERS**

Spend time identifying what is stopping you from achieving your goals.





#### MAKE A PLAN

How are you going to overcome your barriers? Write a plan.

#### FOLLOW THROUGH

Follow through on your plan and set yourself up with a plan of accountability



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### 1: PRIORITIZE LIST YOUR GOALS

NOW RANK YOUR GOALS FROM BY ASSIGNING THEM NUMBERS - 1 (MOST IMPORTANT) TO LEAST IMPORTANT.

LIST YOUR 5 MOST IMPORTANT GOALS





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### 2: IDENTIFY BARRIERS

Try to list 5-10 things that could prevent you from achieving your goal GOAL 1

#### GOAL 3





GOAL 2



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### 3: MAKE THE PLAN GOAL 1 GOAL 2

List things that you need to do to overcome barriers and work towards achieving each goal.

### GOAL 3

GOAL 4

### **GOAL 5**



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## 4: FOLLOW THROUGH

### NOW

To-do lists are written

**Accountability Partner** 

Actionable steps are written in planner

5 goals are placed somewhere visible

### WEEKLY

- Check-in with your goals
  - ) Check-in with your to-do lists
  - ) Assess what's working and what isn't
- Adjust your plan if needed
  - ) Ensure you're staying accountable