



Goal Achievement Plan

STEP 1: DEFINE YOUR GOAL & SET YOUR DEADLINE

E.g. Open restaurant by Oct 2021

STEP 2: WRITE YOUR PLAN

2.1. Do you know how to achieve your goal? If not find someone who knows and ask them.

2.2. Do you have a written plan in place to achieve your goal? If not make one using the table below:

#	MILESTONES	MILEST ONE DEADLINE	ACTIVITIES	ACTIVITY DEADLINE	ACTIVITY START DATE
	What needs to happen to achieve your goal?	When does this need to happen by?	What activity needs to be completed in order to achieve this milestone?	When does this need to happen by?	When does this activity need to start?
1	E.g. All staff hired	30 th Sep 2021			
			1.1. Advertise jobs	July 15 th	June 21 st
			1.2. Interview staff	August 15 th	August 1 st
2	Building leased	30 th August 2021			

STEP 3: REFINE YOUR PLAN

3.1. Is there any part of the plan that you don't know how to accomplish? If so, find someone who knows how to do it and ask them (make sure you prioritise finding this out).

3.2. Is there any part of the plan that is unnecessary for achieving your goal? If so, remove it from your plan, you can always do it once you have achieved your goal.

3.3. Are there any periods of time that you will not be able to implement your plan? If so, adjust the dates in your plan.

3.4. Are there any activities that clash in your plan and cannot be implemented at the same time? If so, adjust the activity dates so that they no longer clash.

STEP 4: PUT IT IN YOUR SCHEDULE

Put your milestones and activities in your calendar/diary. This is a vital step as it is the bridge between your plan and it actually happening in the real world.

STEP 5: REVIEW & ADJUST YOUR PLAN

You will always need to review and adjust your plan as things happen in the real world. How often will you review and adjust your plan? Put the review dates in your schedule and make sure they happen.