

FOCUS PLANNER

MAJOR (PROJECT) GOAL

MUST-DO

1. _____

2. _____

3. _____

4. _____

5. _____

NOTES:

COULD-DO

1. _____

2. _____

3. _____

4. _____

5. _____

NOTES:

DUMP ZONE FOR IDEAS

FOCUS ON TODAY'S TASKS AND DUMP THE REST FOR LATER!

Goal Planner

(What do you want to achieve?)

ACTION	SUPPORT NEEDED	TARGET DATE	DATE COMPLETED

SMALL GOAL WORKSHEET

DATE:

WHAT

(WHY)

TO DO

- _____
- _____
- _____
- _____

NEED
