

Topic

NAME

DATE

**Top
Priority**

What do you *have* to do? What task or skill do you need to accomplish or improve?

Goal Restate what you have to do as a goal to accomplish.

How? What will you do to accomplish your goal?

**#2
Priority**

What would you *like* to do? What do you enjoy and would like to accomplish or improve?

Goal Restate what you would like to do as a goal to accomplish.

How? What will you do to accomplish your goal?

**#3
Priority**

What would you like to do *if there is time*?

Goal Restate what you would like to do if there is time as a goal to accomplish.

How? What will you do to accomplish your goal?
