

# 2022 Goals

Identify where you want to be in 1 year and break the major goals into smaller sub-goals.

GOAL	SUB GOAL ACTION STEPS
	1.
	2.
	3.

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	2.
	3.

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	1.
	2.
	3.

# 1 Month Plan

Write down all of the TASKS that will need to be accomplished in order to accomplish the sub-goals in 30 days.

## Prioritize!

Prioritize each item on a scale of 1 to 4 by writing the numbers next to each item. 1 represents the most important OR needs to be done before you can begin on other tasks and 4 being least important or time-sensitive. You now have the next 4 weeks' tasks (1 through 4).

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# TA DA LIST!!

Take the priority items from your Monthly Plan and write them down as **Actionable Tasks**.  
Every day, look at what you have on your schedule and then write in your sub-goals/tasks for the day and get them done!!

## NOTES

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