



Action Step Exercise

Taking Action: Making It Happen!

Instructions:

The only thing standing between you and your goals is taking action!

1. Try to remember not to let your circumstances become excuses not to act.
2. Don't overthink the process. Try not to procrastinate. The biggest thing is to just get started.
3. Try to break up your goals into bite sized chunks that allow you to move in the direction of your goal. Remember it is a process, not an event.
4. Get your next steps in your calendar for at least a month at a time. If you wait till you have extra time for achieving your goals, they won't get realized. That is because there is no extra time. Only the time we take.
5. Once you get going, try to maintain forward movement (momentum). Starting is the hardest part.
6. And by all means, celebrate progress. Staying motivated is easier when we acknowledge our wins. You can do it!

Exercise:

1. First, write down your SMARTER goals realized in your goal setting exercise. Next to each of your goals, ask yourself "what is the very next thing I need to do to reach this goal."
2. Schedule 1 month's worth of appointments in your calendar to work on the steps needed to achieve your goals.
3. Schedule regular time to review your progress (Preferably once a week).
4. Ask for help if you need it. **You are not alone in this process.**



Goals and Action Steps

Goal 1:

Next Action Step :

Goal 2:

Next Action Step:

Goal 3:

Next Action Step:

Goal 4:

Next Action Step:

Goal 5:

Next Action Step:



Goal and Next Step Notes:

**Don't Forget: "The journey of a thousand miles begins with the first step", and
"The only way to eat an elephant is one bite at a time." YOU CAN DO IT!**