

3-Month *Goals* Action Plan

3-MONTH GOALS

MONTH 1 GOALS

MONTH 2 GOALS

MONTH 3 GOALS

MONTH 1 MINI TASKS

- 1.
- 2.
- 3.

MONTH 2 MINI TASKS

- 1.
- 2.
- 3.

MONTH 3 MINI TASKS

- 1.
- 2.
- 3.

3 Month Goals Action Plan

Thank you for downloading the 3-Month Goals Action Plan from <http://sagegrayson.com>. This worksheet will help you break down your goals into bite-sized tasks that you can easily accomplish.

Question: How do you eat an elephant? **Answer:** One bite at a time.

That might be a cheesy joke, but it does contain a nugget of truth. Most people stare at the lumbering form of a 2-ton elephant (ie, their goals) and wonder where the heck they should start.

These "elephants" are just too damn big to swallow whole. But taken one bite at a time, you can make slow and steady progress, and eventually finish it off.

Instructions

- In the first box, write down all your enormous elephant goals that you want to tackle in the next 3 months. Don't worry if they seem huge and frightening because they won't stay that way for long.
- Next, think about the smaller goals that lead up to the big ones. For example, if you want to lose 30 pounds, you'll first need to lose 10 pounds. Write these smaller goals in the boxes for the appropriate months. In this example, "lose 10 pounds" goes in the boxes for months 1, 2, and 3, which all lead up to the ultimate goal of losing 30 pounds.
- Finally, break down your monthly goals into the smallest possible actions you can think of and write them in the mini task boxes for each month. Going back to the weight loss example, some mini tasks might be to download a calorie-tracking app, join a gym, or buy a healthy cookbook.
- If you find yourself procrastinating and not making any progress on your goals, 9 times out of 10 it means that the task you're working on is too large.
- Break down that task into the teeniest, tiniest steps you can think of. That might be something as simple as return a phone call, throw away 1 piece of trash, or write a rough draft of an email.



Who's Sage?

Hey there! I'm Sage Grayson, a former book editor turned life and business coach. I'm a Life Editor . . . and so are you!

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