

Goal Discover Worksheet

Your Name: _____

Date: ___/___/___

This Worksheet will help you discover your goals and then help you to prioritise which ones to focus on right now.

Step 1:

In the space provided below list up to 10 goals and priorities you would like to achieve over the next 12 months, next few years and over your lifetime (just as they come to mind, in no particular order). If you are struggling with ideas, then think about the great things that have happened in your life and what made them so outstanding. Also look on the internet or flick through the yellow pages for inspiration. Try searching for other people's 'bucket lists' and see which ones inspire you.

Step 2:

Next, rate how important these are to you. By important, we mean how much do you really want to achieve this milestone or goal? Rate it between 1 and 10, with 10 being of top importance – something you really feel you must do.

Step 3:

Now, indicate when you want to start to achieve this by - How urgent is it? Rate this 1 to 10, 10 being must be done within next months or very soon and 1 being sometime in the next 3+ years.



Milestone/Goal	Rating	
	Important	Urgent
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		
J.		

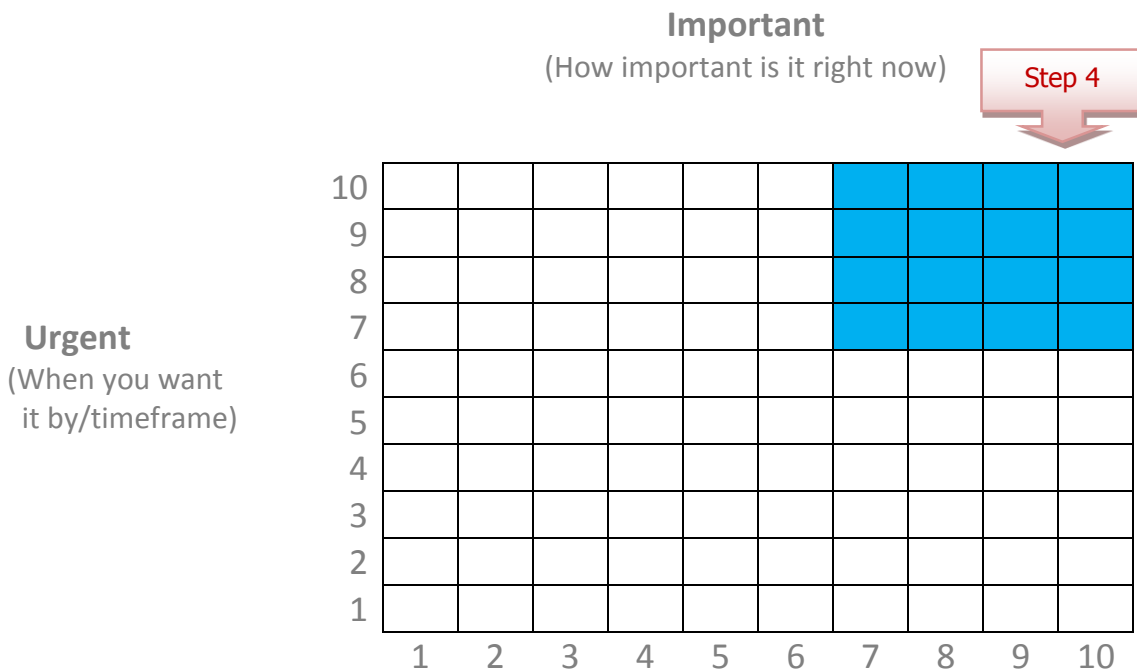
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Step 4:

On the grid below, plot the milestone/goal letter (e.g. A, B, C, D etc.) from the previous page accordingly to its importance and urgency (just write the letter of the goal in the grid). For example, if Goal "F" is a "9" for Importance and an "8" for urgency, it will fit into the shaded top right hand corner of the grid. This now gives you your overall milestones/goals in order of priority. Start working towards achieving your milestones/goals by focusing on the ones that fall into the shaded section of the grid are to be worked on right now. Once the goals in the shaded area have been achieved, start the whole exercise from scratch and reset your priorities and goals.

If you are married then do this exercise separately and then share the outcomes of your results with your spouse.

As a bonus, try this method of discovery and prioritisation for daily tasks, ensuring you are always working on the most important and urgent tasks each day.



"Isn't it true that if you worked on the most important and urgent things every day, that you couldn't have possibly been more effective doing anything else?"