



LOVE YOUR MONDAYS
C O A C H I N G
Reclaiming Your Career

Goal Assessment Planning Template

Box #1 Next Steps:

1. List the task(s) that are not the best use of my time:

2. List the task(s) that are a great use of my time:

3. List two actions I can take today that demonstrate that I value my time and those things that are important to me:

Box #2 Next Steps:

1. List the top three tasks that bring you closer to your goal:

2. What is the next step you need to take to do more of these tasks? For example – do you need to delegate? Do you need to have a conversation with a manager?

3. List three new activities you can take in the next three months to move closer to your goal.



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Box #3 Next Steps:

1. List all the tasks that don't serve me:

2. What can I take off my plate today?

3. What actions do I need to take to make that happen?

4. What is the due date for having the actions listed in #3 above completed?

5. If you feel resistance to letting go of a task, take a moment, and analyze how does holding onto the task serve you?

6. If you are still attached to a task, how can you increase your willingness to let it go?

Box #4 Next Steps:

1. List 5 ways in which you can keep your goal top of mind:

2. List 3 ways in which you can hold yourself accountable for reaching your goal:



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My Next Steps:

My goal is:

This is important to me because:

My next step is:

The due date to complete this step is

I will hold myself accountable by:

My next step is:

The due date to complete this step is

I will hold myself accountable by:

My next step is:

The due date to complete this step is

I will hold myself accountable by:
