

Setting Goals



Purpose: Establish clear and achievable objectives aligned with your core values.

Steps:

- Short-Term Goals (0-1 year): Identify immediate targets.
- Mid-Term Goals (1-5 years): Plan for the near future.
- Long-Term Goals (5+ years): Envision your distant future.

Define health goals, financial, education, professional, business

Goal	Time frame	Core Value Alignment	Specific steps	Completion Date
1. Start a blog	Short-Term	Creativity, Honesty	Research topics, set up website, write posts	September, 2026

Evaluating Present Situation



Purpose: Understand your current status to plan your actions better

Steps:

- **Strengths:** Identify what you do well.
- **Weaknesses:** Recognize areas for improvement.
- **Opportunities:** Look for external chances to advance.
- **Threats:** Be aware of external challenges.

Strengths	Weaknesses	Opportunities	Threats
1. Writing Skills	Public Speaking	Online courses available	Competitive job market

Curating an Action Plan



Purpose: Develop a step-by-step strategy to achieve your goals

Steps:

- **Specific Actions:** Detail the tasks needed to achieve each goal.
- **Resources Needed:** Identify resources, skills, and support required.
- **Timeline:** Set deadlines for each action step.
- **Measurement:** Define how progress will be measured.

Goals	Specific Actions	Resources Needed
1. Start a blog	Research topics, write posts	Computer, Internet
Timeline	Progress	
6 months	Number of published posts	

Monitoring and Review



Purpose: Ensure you stay on track and adapt your plan as needed.

Steps:

- **Regular Check-Ins:** Schedule regular intervals to review progress.
- **Adjustments:** Make necessary changes based on your review.
- **Celebrate Milestones:** Recognize and celebrate achievements.

Review Date	Progress Summary	Adjustments Needed
January, 2026	10 blog posts published, increased website traffic	Improve SEO strategy
Next Steps		
Continue content creation, SEO research		