Project Worksheet

Use this worksheet to set an *Actions by Date* goal.

1. What am I trying to improve by setting this goal?

| Area of Life | Values |
| --- | --- |
|  |  |

2. What is my Project’s Name? e.g. Write Book, Launch Website, etc.

|  |
| --- |
|  |

3. When will I complete this Project? Will I break it into Milestones?

| Goal Date | Milestones? |
| --- | --- |
|  |  |

Goal Date

Milestones: Yes or No. If Yes, fill out page two (recommended).

| Start Date | When to Track |
| --- | --- |
|  |  |

4. When will I start? When will I track my progress? e.g. Daily at 7am

5. What is my SMART goal for this Project?

By \_\_\_\_\_\_\_\_\_\_\_\_, I will complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Project Name

Since most Projects are made up of many steps, the best way to stay motivated and on track is to break it down into smaller goals, or Milestones, assigning a Due Date to each along the way. Note: You can set these up in [Strides](https://apps.apple.com/us/app/strides-goals-habits-tracker/id672401817) to see if you’re on track as you go.

Once you’ve written out the major Milestones for your Project, break the first one down into small action items, each of which you should be able to do in one session working on it.

| Milestone | Due Date |
| --- | --- |
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Create a to-do list for your first Milestone a task management app/paper planner.