

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?

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

Goal Date	Milestones?

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

Start Date	When to Track

5. What is my SMART goal for this Project?

By _____, I will complete _____.

Goal Date 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.

Milestones	Due Date
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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.

Create a to-do list for your first Milestone, either in Strides or a task management app/paper planner you're already using.