Simple Steps Goal Setting Guide

STEP 1 | Start Small

Choose one specific goal to focus on. Starting small builds confidence and prevents overwhelm.
Example: Instead of "get healthier," focus on "walk 20 minutes a day."

STEP 2 | Reflect on What Matters Most

Think about what's truly important to you. Consider areas like health, career, relationships, or personal growth. Ask yourself: What do I want to improve or achieve in my life?
Think about how you want to feel when you accomplish this goal.
Example: Safety, Freedom, Fulfillment, Confidence, Balance, Connection

STEP 3 | Make Your Goal SMART

Specific: Clearly define what you want to achieve.
Measurable: Make it quantifiable and determine how you'll track results.
Achievable: Ensure it's realistic and attainable.
Relevant: Align it with your values or priorities.
Time-bound: Set a clear start and end date.
Example: "Learn 50 phrases in new language by practicing 20 min/day for 90 days in language app."

STEP 4 | Break it Down

Divide your goal into smaller, manageable steps. For simplicity, we are suggesting monthly milestones. Ask yourself for each milestone: What steps will I take to move towards my goal?
Milestone #1 (days 1 - 30) · Milestone #2 (days 31 - 60) · Milestone #3 (days 61 - 90)
Example: If your goal is to save $600 in three months, break it into $200/month or $50/week.

STEP 5 | Make it Visible

Write your goal somewhere visible (journal, sticky note, or planner) to keep it top of mind.

STEP 6 | Get Started

Begin immediately with a small action (remember Strategy #1 "GO" in Gaining Growth)
Example: If your goal is to exercise, lace up your walking shoes and GO for a 5-minute walk or put your workout clothes on and head to the gym today.

STEP 7 | Track Your Progress

Regularly check in on your goal to see how you're doing. Check off daily steps you're taking.
Use a journal, app, calendar or our Simple Steps Tracking Sheet to keep up with your progress.

STEP 8 | Celebrate Momentum

Acknowledge and congratulate yourself for completing steps along the way. Remind yourself of the progress made. The celebration will build momentum as you move closer to the finish line.

STEP 9 | Adjust if Necessary

Reflect as you go. If something isn't working - don't give up. Make adjustments to the goal itself or your timeline. Flexibility and GRACE are vital - show yourself compassion if you need to pivot (keep Strategy #2 toward Gaining Growth in mind).

STEP 10 | Stay Consistent

Habits are built by your daily and weekly efforts. Consistency matters more than perfection so dig deep for your inner GRIT (Gaining Growth Strategy #3) and keep taking action towards your goal.

Simple Steps Goal Tracking Sheet

DAYS 1 - 30

My Goal:

(Tick off as you complete steps toward your goal each day)

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30

Milestone Steps for this timeframe:

Reflection and Adjustments:

Celebrations and Reminders:

Simple Steps Goal Tracking Sheet

DAYS 31 - 60

My Goal:

(Tick off as you complete steps toward your goal each day)

31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60

Milestone Steps for this timeframe:

Reflection and Adjustments:

Celebrations and Reminders:

Simple Steps Goal Tracking Sheet

DAYS 61 - 90

My Goal:

(Tick off as you complete steps toward your goal each day)

61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90

Milestone Steps for this timeframe:

Reflection and Adjustments:

Celebrations and Reminders: