

Monthly Planning

Charting the Course

Now that you've identified where you want to be in 1 year (your 1-2 major goals), you can chart a course to get there. The next step is to break down each major goal into smaller sub-goals. This is called “**chunking**”. Think of your goals as the “big picture” and your sub goals or milestones as the bit-sized achievements that make your goal approachable and keep you motivated.

Identifying your monthly sub-goals helps you very clearly see the path to accomplishing your 1-2 major goals for the year.

The idea: Considering where you want to be in 12 months, start thinking about what would you need to accomplish in 9 months? And where would you need to be in 6 months to be on your way to the 9 month milestones? What about 3 months from now? Of course, you don't know exactly how and when everything will unfold—you are making your best guess.

The key to planning is to *make one*, while remembering that your plan will change.

Monthly Milestones: What are milestones or sub-goals you'll need to accomplish?

- **BRAINSTORM:** For each of your major, yearly goals, make a list of all of the sub-goals you can think of. List everything you'll need to do, have or accomplish in order to reach this goal
- **GROUP:** Group smaller tasks into MAJOR MILESTONES. These are your sub-goals.
- **ORDER:** Then, put them in order—meaning, as yourself what has to be completed FIRST, before other milestones can be worked on?
- **CHART:** Next, chart out a 12-month plan. Of course, it won't be exact, but it helps you see that these smaller goals are stepping stone to another major goal. You may have more than one milestone per month.

When you break your major goal down this way, you can see the natural progression of your goal and exactly what needs to be done each month. When you break down the goal it seems more manageable. It also helps create excitement because when you have a road map you can truly visualize getting the end result successfully

At the same time, looking at all of these goals can feel overwhelming. But, there is good news! **You only have to focus on what is NEXT—not the whole process.** Just like traveling across the country, you cannot take all the turns at once—they come one at a time.

So, put this list away (you'll refer to later on in the year).

Goal:

- Brainstorm all sub-goals
- Group into major milestones
- Prioritize/order
- Chart the course (to the right)

Monthly Milestones

1)

2)

3)

4)

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12)