

Your goal Buttoned Up.™

Sticking to the goals we set for ourselves is hard to do. This can be especially true for New Year's resolutions. This form is designed to help you articulate your goal clearly, create an easy to follow roadmap by breaking it down into a series of mini tasks, and most importantly, help you plan ahead for the inevitable slip-ups so they don't cause you to throw up your hands in defeat. Before you know it, you'll have arrived at your destination.

The form is a flowchart-style template for goal setting. It starts with a 'goal' box pointing to a large purple box for the goal description. Below this is a 'do by' box. The main section is 'tasks', which includes five numbered task boxes (#1 to #5). Each task box has a 'done' and 'not done' checkbox. To the right of the tasks are five green boxes for tracking. Below the tasks is a 'tips to get back on track' box with a large light blue box for writing tips. To the left of this is a 'notes' section with a table of five rows. At the bottom, a 'reward' box points to a purple box for the reward, which then points to a 'next goal!' box. Arrows indicate the flow from goal to tasks, from tasks to tips, from tips to reward, and from reward to next goal. There are also feedback loops from the 'done' checkboxes back to the 'tips' and 'reward' sections.

goal

do by

tasks

#1

#2

#3

#4

#5

done

not done

done

not done

done

not done

done

not done

done

not done

tips to get back on track

notes

reward

next goal!