



## Step 1

# Daydreaming and Brainstorming

Where do you want to be in 5 years? List all of your long term goals. Be outrageous. Be specific. What kind of life do you want to lead? What kind of career do you want to have? What kind of relationships? Where and how will you live? Include both the external and concrete as well as the internal and emotional.



## Step 2 Sifting and Sorting

First, put your goals into general categories such as creative, business, financial, relationship, health. Add categories as necessary. Then, where applicable, put your goals in the most logical order. Ask yourself – is this my goal? Do I truly want this in my life? If the answer is – “I’m not sure,” or “it could be nice,” then set it aside for now. Only list the goals where the answer is “HELL, YEAH!”

Business/Career

Creative

Financial

Relationships

Health



## Step 3 The General Time-Line

Working backwards from 5 years out, break the long term goals into smaller goals. Ask yourself – If I want to be here in 5 years, where do I have to be in 4 years, in 3 years, etc. Do this in pencil! You can do this with post-its or 3x5 cards (one/goal) to aid in moving them around. Work on one category at a time.

5 YEARS

4 YEARS

3 YEARS

2 YEARS

1 YEAR



## Step 4 This Year

Still working backwards, get more specific about your goals for this year. Resist the temptation to make this a to-do list. For example, the goal is "Play in 3 Festivals". The action is "Submit to 5 festivals." For this step, stick to goals.

END OF ONE YEAR

THIRD QUARTER

SECOND QUARTER

FIRST QUARTER



## Step 5

### Set 3 Month Goals and Break them Down

First set the goals for 3 months from today. Are they realistic? Do they feel possible? If they don't, then you need to get real. What can you accomplish in the next 3 months and from there, reassess steps 3 and 4. How does this reality affect those goals? If you need to, reassess those goals, push them out farther. You can always bring them back in if you achieve more than you expect.

#### GOALS FOR 3 MONTHS FROM TODAY:

Take each goal and break it down into an action plan. This is the To-Do list. Be specific. Put deadlines on your actions. Be accountable and adjust your goals and actions as you need to. Check in and adjust at least once/month. Weekly is even better.

Post your long term goals where you can look at them often. Use a big white board broken into months or a long time-line to track your goals for this year. Share your goals with your support team. If you don't have a support time, create one.