



The Seven Steps

1. Identify the goal and write it down.

2. Details of why you want to reach the goal.

A. _____

D. _____

B. _____

E. _____

C. _____

F. _____

3. Obstacles to reaching the goal.

A. _____

D. _____

B. _____

E. _____

C. _____

F. _____

4. Identify who is needed to obtain the goal?

- | | |
|----------|----------|
| A. _____ | D. _____ |
| B. _____ | E. _____ |
| C. _____ | F. _____ |

5. Identify what you need to know to obtain the goal.

- | | |
|----------|----------|
| A. _____ | D. _____ |
| B. _____ | E. _____ |
| C. _____ | F. _____ |

6. Plan of Action

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____
- H. _____
- I. _____
- J. _____
- K. _____
- L. _____
- M. _____
- N. _____
- O. _____

7. Date of expected or projected completion is: _____

“If you do it once, you can do it twice. If you do it twice,
you can make a habit of it.” —Bill Krause