

Use this template to clarify your goal, set your progress goals, and the three actions & tasks you should focus on.

By the end of this exercise, you'll have:

- A SMART goal (*Specific, Measurable, Attainable, Relevant, Time-Based*)
- The top three milestones to focus on for the next 3 months
- The top three actions and tasks to focus on every week to move you closer towards your goal.

What will you achieve in the next 3 months?

SPECIFIC GOAL:

I will write a book by.....

that is.....words.

Writing my book is important to me because

PROGRESS GOAL 1:

I will writewords per week.

ACTIONS + TASKS:

What are three things you can do to make sure you always hit your word count goal each week?

1.
2.
3.

What are three time slots you can write during the week no matter what?

1.
2.
3.

PROGRESS GOAL 2:

I will complete the first draft of my book by.....

ACTIONS + TASKS:

What are the three important actions you need to finish your first draft?

1.
2.
3.

What are three time slots you can write during the week no matter what?

1.
2.
3.

PROGRESS GOAL 3:

I will get editing & feedback by at least people.

ACTIONS + TASKS:

Who are three people you can ask to edit and give feedback for your book?

1.
2.
3.

What are three time slots you can review edits and make changes?

1.
2.
3.