

# Planning & Goal Setting



## How to achieve your goals

- 1** Set yourself a really big goal
- 2** Think of what you need to do to achieve that goal, and begin to break it down into a list of smaller steps or mini-goals
- 3** Reorganise the list in order of most important first (it's good to start with steps that scare you the most, or need to be done first)
- 4** Create a pyramid like the one below
- 5** Starting from the bottom left, place each step or mini-goal into a section
- 6** Work methodologically and cross each one out once you have done it – this will help you to make progress in an achievable way. Before you know it, you will work your way up the pyramid and reach your big goal!

