



# My Success Discoveries Tools™

- Annual Goal \_\_\_\_\_
- Quarterly Goal \_\_\_\_\_
- Monthly Goal \_\_\_\_\_

## Personal Action Plan

Select type of goal in top right corner. Click in each text box and type your response. Save the file to your computer. Name: \_\_\_\_\_

|  |  |
|--|--|
| <b>Stated Goal</b>                       | <b>Target Date</b>   |
| Reasons this goal is important to me:    | <b>Coaching Tip:</b><br>Your reasons for achieving this goal will be your motivation when the going gets tough.  |
| Discover possibilities:                  | <b>Coaching Tip:</b><br>List as many options for achieving your goal. What outcome do you want? What is the best thing that could happen? If you knew you wouldn't fail, what would you do? What have you observed has worked for others?  |
| Actions to take:                         | <b>Coaching Tip:</b><br>Plan action steps with dates that move you in the direction you want to go. Adjust your steps according to the results you get. Of all the options, what's most compelling? What do you need to do first? Who or what do you need to include to succeed? Who do you need to talk to? How will these actions contribute to achieving your goal? |
| Obstacles to overcome:                   | <b>Coaching Tip:</b><br>Attend to the obstacles but always focus on your goal. Never lose sight of your goal. What might prevent you from succeeding? What's missing? What roadblocks do you expect or know about? Who do you need to communicate this to in the organization?   |
| Benchmarks and milestones along the way: | <b>Coaching Tip:</b><br>You will make progress! Mark the milestones along the way to your goal.  |
| Resources:                               | <b>Coaching Tip:</b><br>Tap into your resources. Other people will have the solutions and tools you need. Ask for support.   |
| Rewards:                                 | <b>Coaching Tip:</b><br>Always celebrate your progress. How will you reward yourself? Don't skip this step.  |