



## A Simple Daily Practice for Reviewing Your Goals

If setting aside 1–2 hours for a full goal review feels unrealistic, don't worry. You can still get the benefits of thoughtful reflection by breaking it into smaller, focused sessions. This daily approach works well over a week and gives each goal the attention it deserves.

### The Daily Process: One Goal Per Day

Each day, spend 10–15 minutes reviewing a single accomplishment goal and its supporting effort goals. It is not advised to have more than five accomplishment goals. Here's how:

#### Step 1: Name the Accomplishment Goal

Write down one big-picture goal. (Example: "Earn a promotion by year-end.")

#### Step 2: Reassess Relevance

Ask yourself: - Is this still important to me?

- Does it align with my values and career direction?
- Has anything changed that affects this goal's priority or timeline?

If it is still relevant, update the why statement for the goal.

If it's no longer relevant, revise, replace, or retire it.

#### Step 3: List Supporting Action Goals

These are the action steps tied to this accomplishment goal. (Example: "Complete a leadership course," "Take on a high-visibility project," "Request regular feedback.")

#### Step 4: Evaluate Each Action Goal

For each effort goal:

- Did I do it? If not, why not?
- Did it work? Did it move me closer to the outcome?
- Does it need adjusting, replacing, or additional support?

#### Step 5: Update and Add

Refine or replace action goals as needed. Add any missing actions that would better support the outcome. Write a one-sentence summary: "To make real progress on [goal], I need to [new insight/action]."

### Optional Weekly Wrap-Up (End of the Week)

Once you've reviewed all your goals:

- Reflect on patterns: Are certain action goals repeatedly ineffective? Are some accomplishments no longer aligned?
- Update your master goal list.
- Schedule the next review.



## Goal Review Worksheet

Use this worksheet to review and refine your goals every four months. Focus on both your accomplishment goals and the supporting action goals that move you forward. Use one sheet for each accomplishment goal.

### 1. Accomplishment Goal

What do you want to achieve by the end of this period? (e.g., 'Get promoted', 'Ship the feature', 'Make a career move')

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### 2. Why Do You Want To Accomplish This?

Write a one-sentence “why” for each of your accomplishment goals. If you can’t answer it quickly and honestly, the goal may not belong on your list anymore.

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### 3. Supporting Action Goals

List the 2–4 effort-based goals that support your main accomplishment. These are the habits, projects, or growth areas that build toward your result.

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### 4. Progress & Insight

What worked? What didn't? What needs to change? What will you keep doing? Use this space to reflect honestly.

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