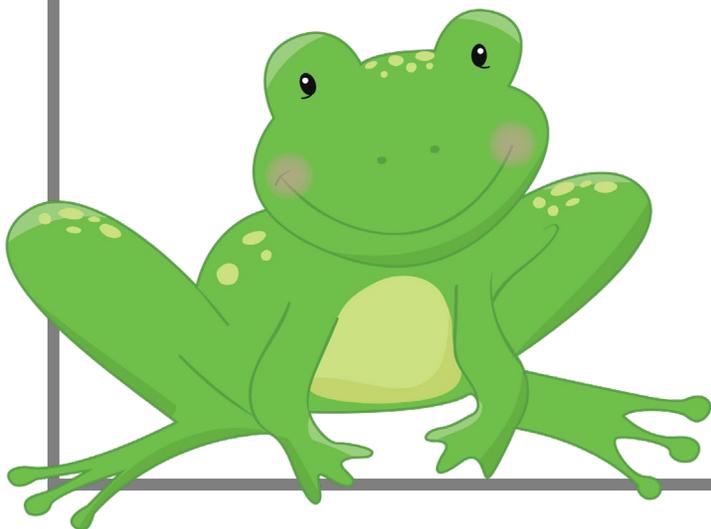


# GOAL SETTING

EAT THAT FROG!

BRIAN TRACY



# 1

## List 10 goals you want to accomplish in the next year.

*Write your goals as though a year has already passed and you have accomplished them. Write in the present tense and first person. For example, "I exercise 3 times a week by this date".*

1. | \_\_\_\_\_  
\_\_\_\_\_
2. | \_\_\_\_\_  
\_\_\_\_\_
3. | \_\_\_\_\_  
\_\_\_\_\_
4. | \_\_\_\_\_  
\_\_\_\_\_
5. | \_\_\_\_\_  
\_\_\_\_\_
6. | \_\_\_\_\_  
\_\_\_\_\_
7. | \_\_\_\_\_  
\_\_\_\_\_
8. | \_\_\_\_\_  
\_\_\_\_\_
9. | \_\_\_\_\_  
\_\_\_\_\_
10. | \_\_\_\_\_  
\_\_\_\_\_

# 2

Review all 10 goals. Which one will have the greatest positive impact on your life if achieved?

*Write that goal below.*

**Goal**

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**Deadline**

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**Plan**

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# 3

## List the tasks you will need to complete in order to reach your goal.

In the little boxes on the right, write the order in which each task needs to be completed if certain tasks need to be completed before others.

4

Go over the list of tasks in the previous page and mark the 20% that will account for 80% of your results.

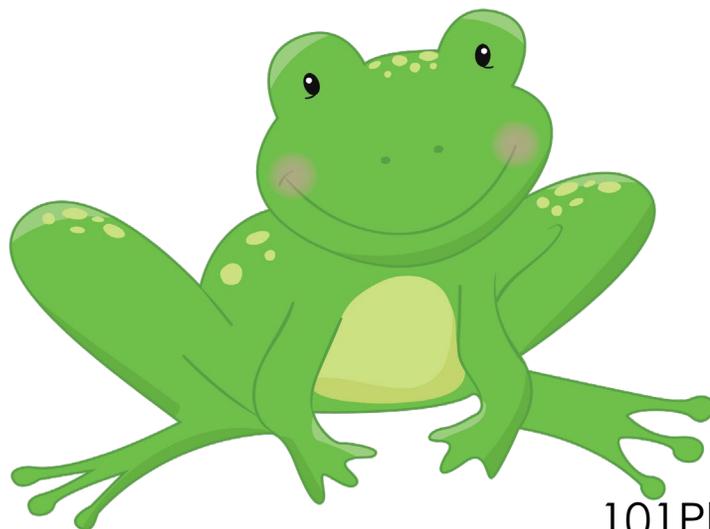
*If you have written 20 tasks (one task per box) then you should select the 4 most important tasks.*

5

**Use the ABCDE Method to organize your tasks by value and priority**

Assign each of the tasks a letter from A to E.

- Items marked with an A are the highest priority.
- Items marked with an E are the lowest priority (and you can even skip them if you don't have time).



# 6

Do something every day that moves you toward your goal. Write your daily plan for the next 30 days and mark it when you complete it. Start with the 20% you selected in the previous step. Focus on the A tasks.

1

2

3

4

5

6

7

8

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11

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20

**21**

**22**

**23**

**24**

**25**

**26**

**27**

**28**

**29**

**30**

7

Make sure you have everything you need at hand before you start.

*Get together all the papers, tools, equipment, numbers you will need to get started.*

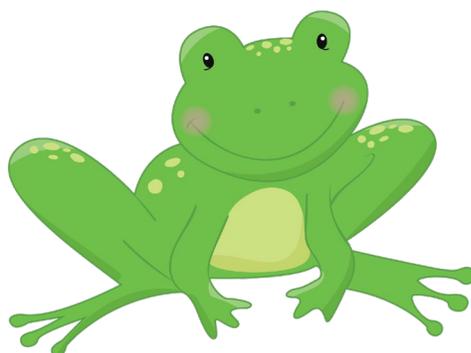
8

Tidy and clean your desk or workstation.

9

Determine exactly what you are good at and focus on doing those things well. List them below:

|                                     |
|-------------------------------------|
| <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
|-------------------------------------|



10

Identify your key constraints. These are the things that are holding you back.

Constraints or Obstacles

How can you overcome each obstacle?