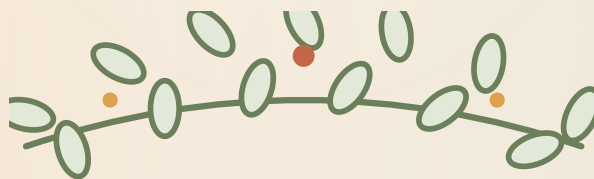




A COZY YEAR OF

Small Bright Goals

a SMART goal journal and workbook



52 PAGES • ONE YEAR • THREE GOALS

plan it, break it down, track it, finish it

hello there



This journal belongs to

NAME

THE YEAR AHEAD

I AM STARTING ON

IF THIS JOURNAL GETS LOST, PLEASE RETURN IT TO

Right now, the thing I most want to change is

And here is why it matters to me



*Start where you are. Use what you have.
Do what you can.*



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Before You Begin

Most goal journals open by telling you to dream bigger. This one opens by telling you something kinder and more useful: you do not need a new personality to reach a goal. You need a goal that is clear enough to act on, small enough to start, and written somewhere you will actually look.

Four things worth knowing

1 Clear beats big.

A goal you can picture yourself doing on a normal Tuesday will beat a beautiful goal you can only picture on your best day.

2 Three is plenty.

Spreading yourself across ten goals usually means finishing none. This journal gives you three slots on purpose.

3 Missing a day is not failure.

It is data. Come back, look at what got in the way, adjust the plan, keep going. The page for a hard week is on page 50.

4 Write it down anyway.

Even on the weeks nothing moves. Especially then. Seeing the honest version is how you fix the plan.

How to use this journal

Read part one once, slowly, with a pen. Fill in parts two and three over a quiet afternoon. Then live in part four, one month at a time. Ten minutes at the start of each month and ten at the end is all it asks of you.

What you will need

A pen you like. A quiet hour. A cup of something warm. A willingness to be honest about how much time you really have. That last one does most of the work.

BEFORE I TURN THE PAGE, HERE IS WHAT I AM HOPING THIS YEAR GIVES ME





What a SMART Goal Actually Is

SMART is a five point checklist for turning a vague wish into an instruction you can follow. It came from a short article by a consultant named George T. Doran, published in the November 1981 issue of *Management Review*, titled "There's a S.M.A.R.T. way to write management's goals and objectives." It was written for managers setting business objectives, and it quietly escaped into the rest of life because it works just as well at a kitchen table.



A small piece of history

In Doran's original, the A stood for **Assignable** (who is doing this) and the R stood for **Realistic**. Over the years the letters drifted into the version most people use now: Achievable and Relevant. Both readings are useful. This journal uses the modern version and keeps Doran's question about ownership inside the A page, because a goal with no owner is just a nice idea.

The five letters at a glance



Specific

What exactly will you do? Who is involved, and where does it happen?



Measurable

What number or sign tells you it is working, and that you are done?



Achievable

Can you actually do this with the time, money and energy you really have?



Relevant

Does this matter to you, right now, more than the other things you could chase?



Time bound

By when? A goal without a date is a wish with good intentions.

*A goal is a promise you write down
in language specific enough to keep.*



S is for Specific



*Say it so clearly
that a stranger could
follow the instruction.*

Vague goals feel safe because they cannot be failed. That is exactly the problem. "Get healthier" has no first step, so there is nothing to do today, so nothing happens. A specific goal names the actual behavior: what you will do, how often, where, and with whom. The test is simple. Could someone else read your goal and know precisely what to do on Monday morning? If they would have to ask you a follow up question, it is not specific yet.

Ask yourself

- What exactly am I going to do?
- Where will it happen, and at what time of day?
- Who else is involved, and what do they need from me?
- What does this look like on an ordinary, slightly tired day?

BEFORE

I want to get fit this year.

AFTER

I will walk for thirty minutes after breakfast, on Monday, Wednesday and Friday, around the park near my house.

A note from 1981

Doran's original list included **Assignable**, meaning every objective needs a named owner. For a personal goal that owner is you, but it is still worth writing your name beside it. Goals that belong to "someone, eventually" belong to nobody.

Try it: take one goal you have been carrying around and write the specific version





M is for Measurable



*Pick the number
that tells you
the truth.*

Measurable means you can answer two questions without arguing with yourself: am I making progress, and am I finished? A measure can be a count, a time, an amount, a streak, or a clear yes or no. It does not have to be impressive. It has to be checkable. There is good evidence behind this. A 2016 review by Harkin and colleagues pooled 138 studies covering close to twenty thousand people and found that simply prompting people to monitor their progress made them more likely to reach the goal, and the effect was stronger when progress was physically recorded or shared with someone. That is a large part of why this journal has so many little circles to fill in.

Ask yourself

- What is the one number I could check each week?
- What will be true on the day this is finished?
- Am I measuring the behavior, the result, or both?
- Where will I record it so that I actually see it?

BEFORE

I want to read more books.

AFTER

I will finish twenty books this year, roughly twenty pages a night, tracked on the habit grid each month.

Measure the doing, not only the outcome

Watch out for measuring only the result. Tracking your weight changes your weight, but tracking your meals changes your meals. Where you can, measure the action you control as well as the outcome you want.

Try it: write the number or sign that will prove your goal is moving





A is for Achievable



Be honest about
the week you
actually have.

Achievable is not the same as easy, and it is not an excuse to shrink. Research on goal setting by Edwin Locke and Gary Latham found across decades of studies that specific and reasonably hard goals produce better results than vague ones or than telling yourself to just do your best. The catch is commitment. A hard goal only helps while you still believe you can reach it. So aim for the edge of what is possible in the life you have, not the life you would have if you slept eight hours, had no obligations and never got sick.

Ask yourself

- Do I have the hours for this in a normal week, not a perfect one?
- What do I need that I do not have yet: skill, money, help, equipment?
- Has anyone in a similar situation done something like this?
- If everything goes slightly wrong, is there still a version of this I can finish?

BEFORE

I will write a novel by March while working full time.

AFTER

I will write five hundred words every weekday morning and finish a full first draft by December.

The one third rule

Take whatever you first wrote down and cut it by about a third. If you sail past it, wonderful, raise it at your quarterly review. Almost nobody gives up on a goal because it was slightly too small. Plenty give up because it was wildly too big in week two.

Try it: what would have to be true for this goal to be truly doable?





R is for Relevant



*Make sure it is
your goal, and
your season.*

Relevant asks whether this goal is worth the space it will take up. Goals compete with each other. Every hour you give to one is an hour the others do not get. So the question is not only "is this a good goal" but "is this the right goal for me, this year, given everything else on my plate." Be careful with borrowed goals. A goal you picked up from a friend, an algorithm, or an old version of yourself will feel heavy in a way you cannot explain. That heaviness is information.

Ask yourself

- Why does this matter to me, in my own words, not anyone else's?
- Does this fit the season of life I am actually in right now?
- What becomes possible for me if this goes well?
- Whose voice do I hear when I read this goal out loud?

BEFORE

I should probably learn to code, everyone says so.

AFTER

I will learn enough Python to automate the monthly report at work, which costs me a full day every month.

The because test

If you cannot finish the sentence "this matters to me because..." without pausing, the goal is not ready. Either find the real reason underneath it, or let it go with no guilt and give the slot to something you actually want.

Try it: finish this sentence. This matters to me right now because





T is for Time bound



*Give it a date,
and a few
dates before that.*

A deadline turns a goal from something you will get to into something with a shape. It creates mild, useful pressure and it tells you when to check in. Without one, a goal drifts to the back of the year and quietly becomes next year's goal. The trick is to set three dates rather than one: a start date, at least one check in date along the way, and a finish date. The check ins are what stop a twelve month goal from being ignored for eleven months and panicked about in the twelfth.

Ask yourself

- What is my start date, and is it soon enough to feel real?
- What should be true at the halfway mark?
- When will I sit down and review this honestly?
- Is this deadline mine, or did someone else hand it to me?

BEFORE

I want to save up for a trip one day.

AFTER

I will save two hundred a month starting in January, check the balance on the first of each month, and book the trip by the end of September.

Why ninety days works

A whole year is too long a runway for most goals to survive on their own. That is why this journal breaks the year into four quarters with a plan page and a review page for each. Ninety days is long enough to make real progress and short enough that you can still picture the end of it.

Try it: write your start date, your halfway check in, and your finish date





SMART in Action

Every example below started as something real that people actually say. Notice how little changes. The wish stays the same. Only the wording gets sharper, and the sharper wording is what makes the first step obvious.

HEALTH

Before ~~I want to sleep better.~~

After I will put my phone on the kitchen counter by ten on weeknights and be in bed by half past, starting this Sunday, tracked for sixty days.

Specific behavior, a clear time, a start date, and a count you can tick off.

MONEY

Before ~~I need to sort out my finances.~~

After I will move three hundred into savings on the first of every month and clear the smaller credit card by the end of August.

Two numbers, two dates. Nothing to interpret on a tired evening.

LEARNING

Before ~~I want to get better at Spanish.~~

After I will do fifteen minutes of Spanish before work on weekdays and hold a five minute conversation with my neighbor by the end of June.

A weekday action you control, plus a real world result that proves it worked.

HOME

Before ~~The house is a mess and I hate it.~~

After I will spend twenty minutes every Sunday morning on one room, working through the list on the fridge, until every room has had a turn by the end of April.

Turns an overwhelming feeling into one small repeatable slot in the week.

WORK

Before ~~I want a promotion.~~

After I will lead one cross team project this quarter, ask my manager for specific feedback every month, and put my case forward at the autumn review.

You cannot control the decision. You can control the three things that make it likely.

PEOPLE

Before ~~I should see my friends more.~~

After I will host something small on the last Saturday of each month and send the invitation two weeks ahead.

A recurring date beats good intentions every single time.

Notice the pattern: a verb, a number, a place, and a date.



Five Things That Quietly Sink Goals

None of these feel like mistakes while you are making them. That is what makes them worth naming now, before you write your own goals on the pages ahead.

1 Too many goals at once

Enthusiasm in January writes eight goals. February has the same number of hours as it always did. Three is the limit this journal offers, and even three is a stretch for a busy year. Rank them, and let the third one be the one that slips if something has to.

2 Only tracking the outcome

If your only measure is the number on the scale, the balance in the account, or the offer letter, you get feedback far too slowly and it feels like nothing is working. Track the weekly action too. That is the part you control and the part that moves first.

3 Imagining the finish and nothing else

Picturing success feels wonderful and, on its own, tends to make people try less, because part of the brain treats the daydream as partly done. The psychologist Gabriele Oettingen's answer is to pair the dream with reality: name the wish, picture the good outcome, then name the obstacle in your way and make a plan for it. There is a page for that on page 26.

4 No plan for the bad week

Every goal meets a week with illness, visitors, deadlines or a flat mood. If the plan only works on good weeks, it will not survive the year. Decide now what the reduced version looks like, so a bad week costs you a little progress instead of the whole goal.

5 Treating one miss as the end

This is the one that does the most damage. People rarely quit because they missed a day. They quit because missing a day made them feel like a person who does not follow through, and that feeling is much harder to come back from than the missed day itself. Miss once, return the next day, and nothing is lost.





Three Helpers That Make Goals Stick

SMART gets your goal written properly. On its own, a well written goal still sits on a page. These three habits are what carry it through the year, and each one has real evidence behind it. You will meet all three again in the worksheets ahead.

1 The if then plan

Instead of deciding that you will exercise more, decide in advance exactly when and where, in this shape: **if situation X happens, then I will do Y**. Psychologist Peter Gollwitzer calls these implementation intentions, and a large review with Paschal Sheeran found they had a solid effect on whether people actually followed through. The reason is simple. You make the decision once, while calm, so the moment itself does not need any willpower.

If it is Tuesday at seven and the kettle has boiled, **then** I will open my notebook and write for fifteen minutes.
If I miss my morning walk, **then** I will walk around the block after dinner instead.

2 Tracking you can see

That 2016 review of 138 studies found monitoring progress really does help, and helps more when the progress is written down or shared rather than just held in your head. A row of circles on paper does something a mental note cannot: it shows you the shape of the month. Three good weeks and one bad one look very different on a page from the way they feel at the end of a bad week.



3 The kind restart

A well known study led by Phillippa Lally followed people forming everyday habits and found the time it took to feel automatic varied enormously, roughly eighteen days at the fast end and two hundred and fifty four at the slow end, with a middle figure of sixty six days. The famous number is a midpoint, not a promise, and Lally has said as much herself. The same work found that missing a single day did not meaningfully harm the process. So the honest advice is this: expect it to take longer than you hoped, and treat a missed day as a missed day rather than a verdict on you.

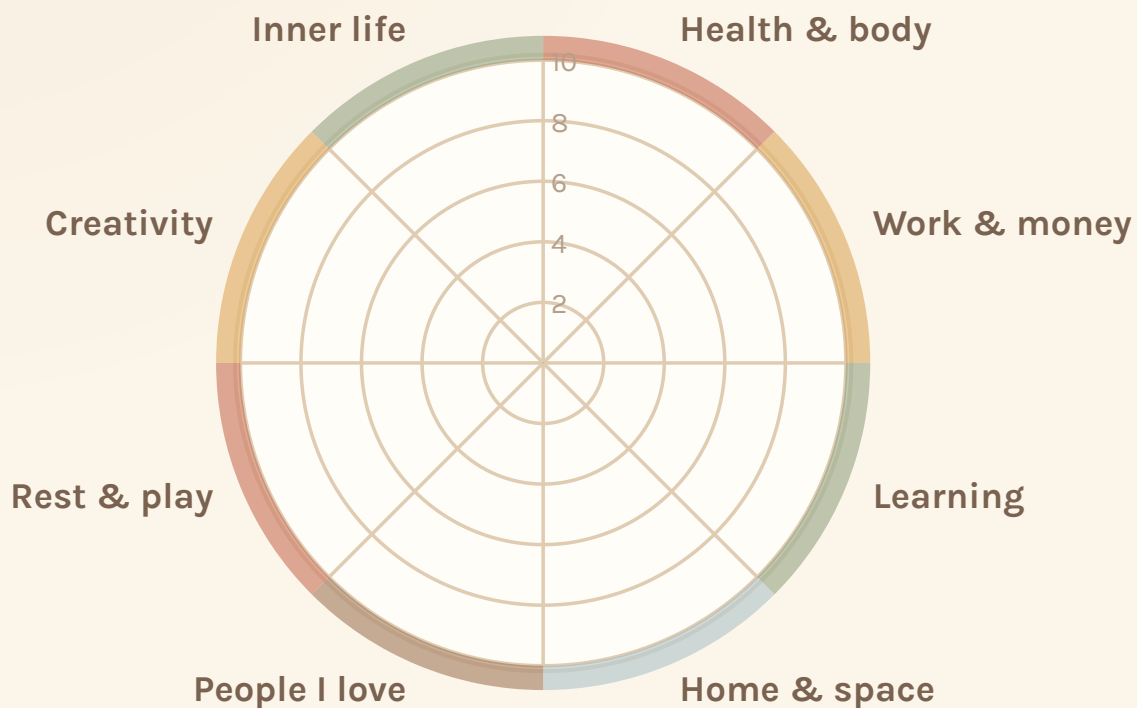


*Slow is fine. Stopping and starting is fine.
The only thing that ends a goal is quietly deciding to stop writing it down.*



Where I Am Right Now

Before choosing where to go, it helps to know where you are standing. Shade each slice from the middle outward, up to the level that feels true today. Two is struggling, ten is thriving. Be honest rather than generous. The low slices are not failures. They are simply where the interesting information lives.



The slice I am happiest with

The slice that needs attention

What surprised me about this picture

A low slice does not automatically become a goal. Sometimes it just needs rest, or help, or time. Let it inform your choices rather than dictate them.

part two, your year



Looking Back Before Looking Forward

Last year has things to teach you and most of them get lost if you never write them down. Ten minutes here will make your goals on the next pages far better than ten more minutes of dreaming would.

Three things that went well, however small

Something I started and did not finish, and the real reason why

What I learned about how I actually work

Mornings or evenings, alone or with people, steady or in bursts, quiet or noisy.

What I am leaving behind this year

A habit, a commitment, an expectation, or a goal that was never really mine.



part two, your year



My Word for the Year

One word to come back to when a decision is hard. Not a rule, more of a compass. Pick something you can feel. Steady. Braver. Lighter. Finish. Softer. Begin. Enough.

MY WORD IS

I chose it because

What it looks like on a good day

What it looks like on a hard day

A few words I considered and set aside



*Write it somewhere you will see it in February,
when the newness has worn off.*

part two, your year



My Year at a Glance

A rough sketch of the whole year on one page. Write the big fixed things first: birthdays, holidays, busy seasons at work, anything already booked. Then add the one thing you would like each month to be about. This is a draft, not a contract.

January

February

March

April

May

June

July

August

September

October

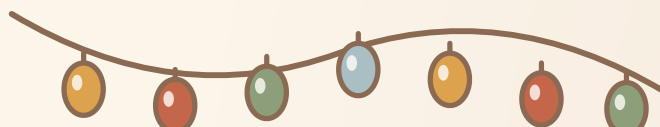
November

December

My busiest stretch will be

My quietest stretch will be

Knowing that, here is where I will front load the work





Choosing My Big Three

Start messy. Write down every goal floating around in your head, then narrow it down. The goals you cut are not gone forever. They are simply waiting for a year with more room in it.

Everything I might want this year

No filtering. Silly ones welcome.

Now put each one through four questions

1. Would finishing this change something real about my daily life?
2. Is it mine, or did I absorb it from somewhere else?
3. Do I have the hours for it in a normal, unremarkable week?
4. If I could only finish one thing all year, would I pick this?

GOAL ONE, THE ONE THAT MATTERS MOST

1

GOAL TWO

2

GOAL THREE, THE ONE THAT CAN SLIP IF SOMETHING MUST

3

Parked for another year, with no guilt



Why These Three Matter

This is the page you will come back to in month seven when the enthusiasm has worn off and the work is just work. Write it for that version of you. Be specific about the reason, not just the reward.

GOAL ONE

THIS MATTERS TO ME BECAUSE

IF I FINISH IT, WHAT CHANGES IS

IF I DO NOTHING, IN A YEAR I WILL FEEL

GOAL TWO

THIS MATTERS TO ME BECAUSE

IF I FINISH IT, WHAT CHANGES IS

IF I DO NOTHING, IN A YEAR I WILL FEEL

GOAL THREE

THIS MATTERS TO ME BECAUSE

IF I FINISH IT, WHAT CHANGES IS

IF I DO NOTHING, IN A YEAR I WILL FEEL

Motivation runs out. A written reason does not.



Goal One

WRITE IT ROUGHLY FIRST, IN YOUR OWN WORDS

Now run it through the five letters



SPECIFIC what exactly, where, how often, with whom



MEASURABLE the number I check, and how I know I am finished



ACHIEVABLE the time it needs, what I am missing, who owns it



RELEVANT why this, why now, in my own words



TIME BOUND three dates, not one

START

HALFWAY CHECK IN

FINISH BY

★ My SMART goal, written properly

goal one, continued

Break It Down



A year is too long to hold in your head. Turn the goal into four checkpoints, one repeatable weekly action, and one small step you can take in the next seven days.

Four checkpoints through the year

BY END OF Q1

BY END OF Q2

BY END OF Q3

BY END OF Q4

The action I will repeat every week

Something small enough that a busy week cannot take it away from you.

HOW MANY TIMES A WEEK

ON WHICH DAYS

AT WHAT TIME

My if then plan for this goal

If [this situation happens], then I will [do this exact thing].

How I will track it

Where does the tick mark go, and who else sees it?

The reduced version for a bad week

The smallest thing that still counts as showing up.

My very first step, in the next seven days

Make it so small it feels almost silly. That is the point.





Goal Two

WRITE IT ROUGHLY FIRST, IN YOUR OWN WORDS

Now run it through the five letters



SPECIFIC what exactly, where, how often, with whom



MEASURABLE the number I check, and how I know I am finished



ACHIEVABLE the time it needs, what I am missing, who owns it



RELEVANT why this, why now, in my own words



TIME BOUND three dates, not one

START

HALFWAY CHECK IN

FINISH BY

★ My SMART goal, written properly

goal two, continued

Break It Down



A year is too long to hold in your head. Turn the goal into four checkpoints, one repeatable weekly action, and one small step you can take in the next seven days.

Four checkpoints through the year

BY END OF Q1

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Goal Three

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Now run it through the five letters



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MEASURABLE the number I check, and how I know I am finished



ACHIEVABLE the time it needs, what I am missing, who owns it



RELEVANT why this, why now, in my own words



TIME BOUND three dates, not one

START

HALFWAY CHECK IN

FINISH BY

★ My SMART goal, written properly

goal three, continued

Break It Down



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The reduced version for a bad week

The smallest thing that still counts as showing up.

My very first step, in the next seven days

Make it so small it feels almost silly. That is the point.





Obstacles and If Then Plans

This is the page that saves goals. Name the things most likely to get in your way, then decide right now, while calm and rested, exactly what you will do when each one shows up. You are not predicting failure. You are removing decisions from the moments when you will have the least energy to make them.

The four step version

Gabriele Oettingen's method is a good warm up before the grid below. Name your **wish**, picture the best **outcome** in real detail, then honestly name the **obstacle** inside you that gets in the way, and finally make an if then **plan** for it. The order matters. Dreaming first, then facing the obstacle, is what turns a pleasant daydream into something your brain treats as work to be done.

MY WISH

THE OUTCOME I PICTURE

THE OBSTACLE INSIDE ME, SAID PLAINLY

My if then plans

IF THIS HAPPENS

THEN I WILL

then

then

then

then

then

then

Common ones worth planning for: a busy week, feeling low, travel, illness, someone needing you, and the quiet loss of interest around week six.

part three, build the goal



My People, My Tools, My Rewards

Goals are easier with support, easier still when the tools are ready before you need them, and much easier when there is something to look forward to along the way.

The people who will help

Who will I tell, who will ask me how it is going, and who has done this before?

NAME

HOW THEY CAN HELP

_____	_____
_____	_____
_____	_____

Telling one person turns a private hope into something someone might ask about. That small bit of friendly accountability does a surprising amount of work.

What I need to have ready

Kit, apps, books, a class, a space, a spare hour in the calendar.

☐	_____
☐	_____
☐	_____
☐	_____

How I will celebrate along the way

Small rewards at the checkpoints, not only at the finish line.

WHEN I REACH

I WILL TREAT MYSELF TO

_____	_____
_____	_____
_____	_____



part four, live the year

Quarter One Plan

January · February · March



Ninety days is the sweet spot. Long enough to make real progress, short enough that you can still picture the end of it. Set the checkpoints now, before the months fill up on their own.

By the end of this quarter I want to have

Where each goal needs to be in ninety days

GOAL ONE CHECKPOINT

1

GOAL TWO CHECKPOINT

2

GOAL THREE CHECKPOINT

3

What is already booked

Trips, deadlines, family things, busy weeks.

What I am saying no to

Protecting the time is half the plan.

If I only get one thing done this quarter, make it this

Beginnings are easy. Week six is where the goal is really made.

one month at a time

January



THIS MONTH IS ABOUT

My top three this month

☐

☐

☐

Dates I must not forget

The month ahead

M	T	W	T	F	S	S

Habit tracker

Fill a circle each day you show up

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
_____	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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Small wins worth noticing

What got in the way

ONE THING I AM CARRYING INTO NEXT MONTH



A slow start is still a start.

one month at a time

February



THIS MONTH IS ABOUT

My top three this month

- ☐ _____
- ☐ _____
- ☐ _____

Dates I must not forget

The month ahead

M	T	W	T	F	S	S

Habit tracker

Fill a circle each day you show up

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Small wins worth noticing

What got in the way

ONE THING I AM CARRYING INTO NEXT MONTH

The shortest month. Make the plan smaller, not the effort bigger.

one month at a time

March



THIS MONTH IS ABOUT

My top three this month

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Dates I must not forget

The month ahead

M T W T F S S

Habit tracker

Fill a circle each day you show up

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Small wins worth noticing

What got in the way

ONE THING I AM CARRYING INTO NEXT MONTH



Things take longer to grow than you think, and then all at once.

part four, live the year

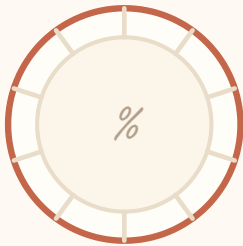
Quarter One Review

January · February · March

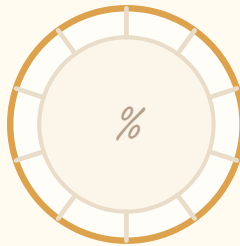


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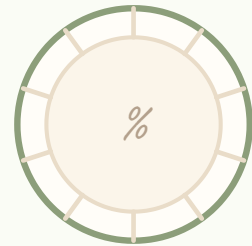
GOAL ONE



GOAL TWO



GOAL THREE



What worked, and why I think it worked

What got in the way, honestly

What I am changing for the next ninety days

Adjusting the plan is not quitting. Keeping a plan that clearly does not fit is the real risk.

A MOMENT FROM THIS QUARTER I WANT TO REMEMBER

Three months in. Everything you learned here is worth more than a perfect start.

part four, live the year

Quarter Two Plan

April · May · June



Ninety days is the sweet spot. Long enough to make real progress, short enough that you can still picture the end of it. Set the checkpoints now, before the months fill up on their own.

By the end of this quarter I want to have

Where each goal needs to be in ninety days

GOAL ONE CHECKPOINT

1

GOAL TWO CHECKPOINT

2

GOAL THREE CHECKPOINT

3

What is already booked

Trips, deadlines, family things, busy weeks.

What I am saying no to

Protecting the time is half the plan.

If I only get one thing done this quarter, make it this

Keep the plan small enough that a busy week cannot take it away.

one month at a time

April



THIS MONTH IS ABOUT

My top three this month

☐☐☐

Dates I must not forget

The month ahead

M	T	W	T	F	S	S

Habit tracker

Fill a circle each day you show up

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Small wins worth noticing

What got in the way

ONE THING I AM CARRYING INTO NEXT MONTH



Check the plan against the life you are actually living.

one month at a time

May



THIS MONTH IS ABOUT

My top three this month

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Dates I must not forget

The month ahead

M	T	W	T	F	S	S

Habit tracker

Fill a circle each day you show up

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Small wins worth noticing

What got in the way

ONE THING I AM CARRYING INTO NEXT MONTH

one month at a time

June



THIS MONTH IS ABOUT

My top three this month

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Dates I must not forget

The month ahead

M	T	W	T	F	S	S

Habit tracker

Fill a circle each day you show up

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Small wins worth noticing

What got in the way

ONE THING I AM CARRYING INTO NEXT MONTH

part four, live the year

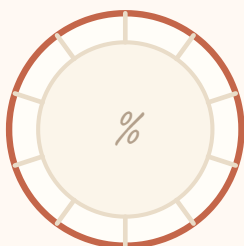
Quarter Two Review

April · May · June

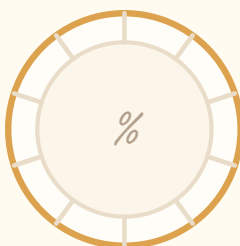


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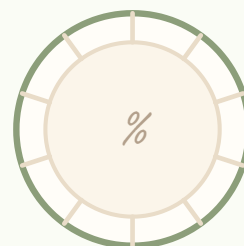
GOAL ONE



GOAL TWO



GOAL THREE



What worked, and why I think it worked

What got in the way, honestly

What I am changing for the next ninety days

Adjusting the plan is not quitting. Keeping a plan that clearly does not fit is the real risk.

A MOMENT FROM THIS QUARTER I WANT TO REMEMBER

Halfway. Look at how far this is from where you started, not from where you hoped to be.

part four, live the year

Quarter Three Plan

July · August · September



Ninety days is the sweet spot. Long enough to make real progress, short enough that you can still picture the end of it. Set the checkpoints now, before the months fill up on their own.

By the end of this quarter I want to have

Where each goal needs to be in ninety days

GOAL ONE CHECKPOINT

1

GOAL TWO CHECKPOINT

2

GOAL THREE CHECKPOINT

3

What is already booked

Trips, deadlines, family things, busy weeks.

What I am saying no to

Protecting the time is half the plan.

If I only get one thing done this quarter, make it this

The middle of a goal is quiet work. Quiet work still counts.

one month at a time

July



THIS MONTH IS ABOUT

My top three this month

☐

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Dates I must not forget

The month ahead

M

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Habit tracker

Fill a circle each day you show up

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Small wins worth noticing

What got in the way

ONE THING I AM CARRYING INTO NEXT MONTH

Rest is part of the plan, not a break from it.

one month at a time

August



THIS MONTH IS ABOUT

My top three this month

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Dates I must not forget

The month ahead

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Habit tracker

Fill a circle each day you show up

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Small wins worth noticing

What got in the way

ONE THING I AM CARRYING INTO NEXT MONTH



Momentum you built in spring is carrying you. Keep the tick marks going.

one month at a time

September



THIS MONTH IS ABOUT

My top three this month

☐

☐

☐

Dates I must not forget

The month ahead

M T W T F S S

Habit tracker

Fill a circle each day you show up

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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Small wins worth noticing

What got in the way

ONE THING I AM CARRYING INTO NEXT MONTH

part four, live the year

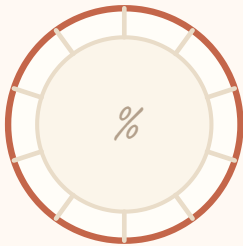
Quarter Three Review

July · August · September

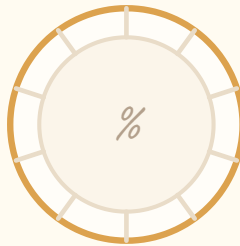


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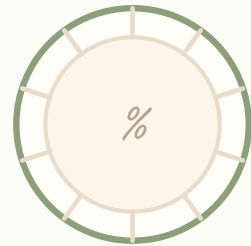
GOAL ONE



GOAL TWO



GOAL THREE



What worked, and why I think it worked

What got in the way, honestly

What I am changing for the next ninety days

Adjusting the plan is not quitting. Keeping a plan that clearly does not fit is the real risk.

A MOMENT FROM THIS QUARTER I WANT TO REMEMBER

Three quarters done. This is the stretch where finishing becomes a choice.

part four, live the year

Quarter Four Plan

October · November · December



Ninety days is the sweet spot. Long enough to make real progress, short enough that you can still picture the end of it. Set the checkpoints now, before the months fill up on their own.

By the end of this quarter I want to have

Where each goal needs to be in ninety days

GOAL ONE CHECKPOINT

1

GOAL TWO CHECKPOINT

2

GOAL THREE CHECKPOINT

3

What is already booked

Trips, deadlines, family things, busy weeks.

What I am saying no to

Protecting the time is half the plan.

If I only get one thing done this quarter, make it this

Finish what you can, close what you cannot, and be kind about the difference.

October





44

one month at a time

November



THIS MONTH IS ABOUT

My top three this month

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☐

Dates I must not forget

The month ahead

M	T	W	T	F	S	S
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Habit tracker

Fill a circle each day you show up

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Small wins worth noticing

What got in the way

ONE THING I AM CARRYING INTO NEXT MONTH

Protect the small daily thing through the busy season.

one month at a time

December



THIS MONTH IS ABOUT

My top three this month

- ☐ _____
- ☐ _____
- ☐ _____

Dates I must not forget

The month ahead

M	T	W	T	F	S	S

Habit tracker

Fill a circle each day you show up

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Small wins worth noticing

What got in the way

ONE THING I AM CARRYING INTO NEXT MONTH



Finish gently. Then close the year properly on page 51.

part four, live the year

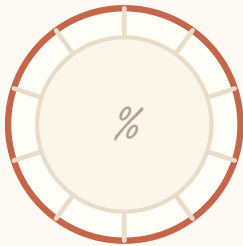
Quarter Four Review

October · November · December

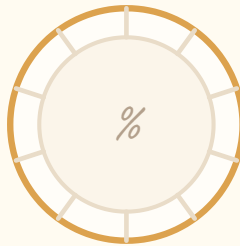


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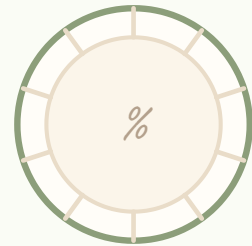
GOAL ONE



GOAL TWO



GOAL THREE



What worked, and why I think it worked

What got in the way, honestly

What I am changing for the next ninety days

Adjusting the plan is not quitting. Keeping a plan that clearly does not fit is the real risk.

A MOMENT FROM THIS QUARTER I WANT TO REMEMBER

You made it to the end of the year with this still in your hands. That is the whole thing.

part five, keep going

Weekly Check In



Ten minutes on a Sunday evening, or whenever your week turns over. Print this page as many times as you like. A short honest review every week beats a long guilty one every three months.

WEEK OF

ENERGY THIS WEEK, OUT OF TEN

Did I do my weekly action?

☐☐☐☐☐☐☐

One box per day. Fill what actually happened, not what you meant to happen.

The best thing that happened

What slowed me down

What I am doing differently next week

Next week's three

☐☐☐

ONE KIND THING I WILL SAY TO MYSELF ABOUT THIS WEEK

part five, keep going



Blank Habit Tracker

For a habit that does not belong to one of your three goals, or for a month where you want to try something new. Write the month at the top, name each habit, and fill a circle on every day you show up.

MONTH

WHAT I AM HOPING THIS BUILDS

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My goal for the month

AIMING FOR THIS MANY DAYS

ACTUALLY MANAGED

LONGEST RUN

Notes on how it went

*A tracker with gaps in it is a real tracker.
Fill in the truth and it will still be useful in December.*





For a Hard Week

You will have weeks where none of this happens. This page is for those. Nothing on it asks you to try harder. It asks you to look at the week clearly, keep what is worth keeping, and start again without dragging the whole thing behind you.

First, the true thing

Missing days does not undo the days you did. Research on habit forming found that a single missed day had no meaningful effect on the process, and that the time it takes to make something feel automatic varies enormously from person to person. What actually ends a goal is not a bad week. It is deciding that a bad week means something about who you are.

What was actually going on this week

Illness, work, other people, a flat mood, too much on. Name it plainly.

One thing I did manage, however small

The smallest possible restart

Not the full plan. The two minute version of it. When will you do that?

I WILL DO THIS

ON

AT

WHAT I WOULD SAY TO A FRIEND IN EXACTLY MY SITUATION

Now read it back and let it apply to you too.



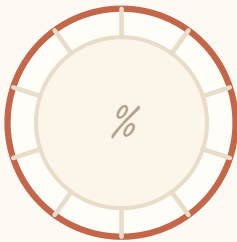
Rest, then return. That is the whole method.



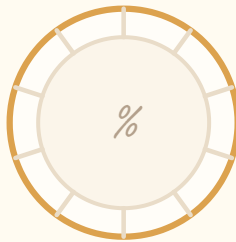
My Year in Review

The last page of work in this journal. Take your time with it. Read back through the quarters first, especially the months you would rather skip. Then answer honestly. Next year's version of you will be grateful for what you write here.

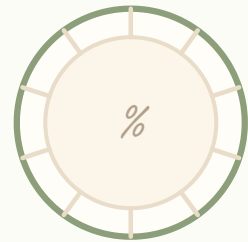
GOAL ONE



GOAL TWO



GOAL THREE



What I am proudest of

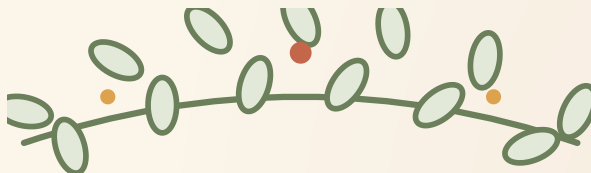
What I learned about myself

What I would do differently

A goal that turned out not to be mine

A goal I want to carry into next year

MY WORD FOR NEXT YEAR





AND THAT IS A WHOLE YEAR

Well Done, Truly



However much of this journal you filled in, you spent a year paying attention to what you wanted. That is rarer than finishing, and it matters more. Some goals will be done. Some will have changed shape. Some will have quietly turned out to belong to an older version of you, and letting those go was the right call.

Keep the pages. Read them next January. You will be surprised by what you had already worked out, and by how much of it you forgot you knew.



*Small steps, kept up,
go a very long way.*