

Fulfilled & Limitless

Goal Breakdown
Worksheets

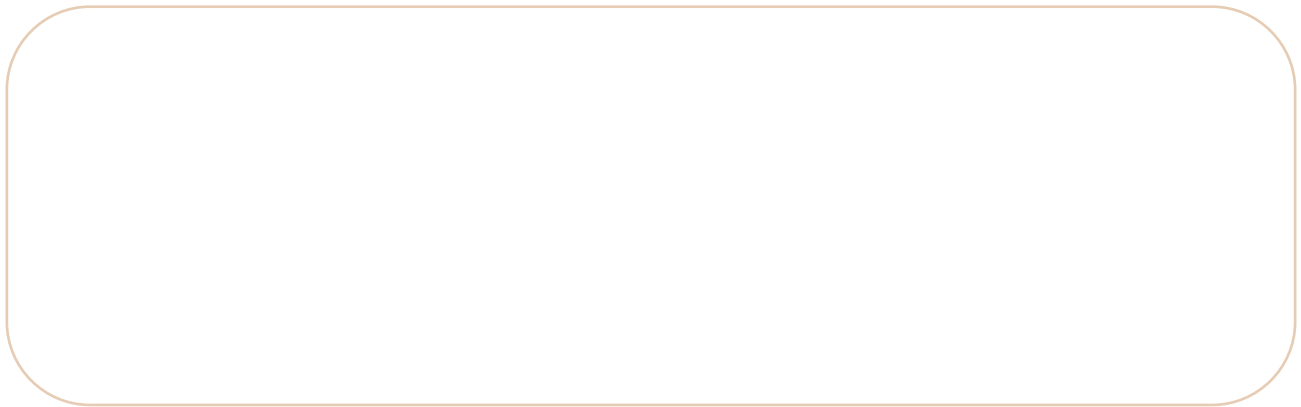
Goal Breakdown Worksheet

(Use this worksheet to break down one primary goal into actionable steps.)

1. Define Your Goal

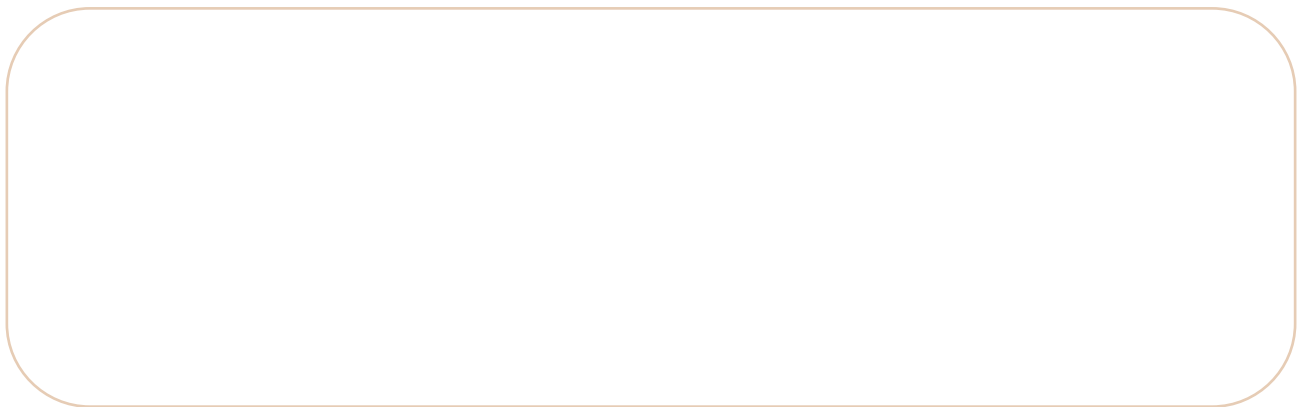
What is the goal you want to achieve?

(Example: "Lose 20 lbs. by December 31, 2025.")



Why is this goal important to you?

(Your deeper motivation—e.g., "I want to feel stronger and healthier, so I have more energy for my family.")



2. Timeline for Achieving Your Goal

Break your goal into achievable milestones.

First Half vs. Second Half of the Year

First Half Goals January - June	Second Half Goals July - December

Quarterly Goals

Q1 (Jan–March)	Q2 (April–June)
Q3 (July–Sept)	Q4 (Oct–Dec)

Monthly Goals

Month	Focus Area	Key Action Steps
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

3. What Obstacles Will Get in My Way How I Will Respond:

Obstacle

Response

4. Supporting Habits for This Goal

What **daily and weekly** habits will help you get closer to these goals and keep you on track?

Daily Habits

Weekly Habits

How can you **track** these habits? (e.g., Log and check off your habits in a journal or habit tracker)

5. Time Blocking & Calendar Integration

Add goal-related tasks to your calendar to ensure follow-through.

Schedule the following:

- Time-block key action steps weekly. When will you do them? Schedule these as high-priority meetings on your calendar.
- Schedule monthly check-ins to assess progress.
- Schedule a quarterly review meeting on the first day of each quarter.

6. Accountability System

Who will help keep you accountable?

(Example: "My best friend will check in weekly, and I'll have a coach for monthly reviews.")

My accountability partner(s):

How we will check in (frequency & method):

(Example: "Weekly phone call every Sunday, monthly in-person meeting.")