

# Micro Goals *Worksheet*

This worksheet is my launchpad—from big, bold vision to doable daily steps. I get to name what I want most, then turn it into a plan I can actually follow—one that feels inspiring, not overwhelming.

<p><b>Define Your Finish Line</b></p> <p>What's the goal I really want to reach? (Be Specific)</p> <p>How will this impact my life, work, or sense of self? What's the deeper reason behind this goal?</p>	<p>What actions can I take to support this goal?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Choose one of these Action Steps</b></p> <p>My first microgoal is:</p> <p>This goal is important to me because:</p>	<p>List the actions I can take to fully support my goal.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Identify Habits for Success</b></p> <p>A 2 Minute Daily Habit I can Take to make this happen is:</p> <p>This habit will support my goal by:</p>	<p>I will celebrate my milestones and consistency by:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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<b>Define Your Finish Line</b>	What actions can I take to support this goal?
What's the goal I really want to reach? (Be Specific) <i>Get promoted in the next 6 months</i>	<i>Lead one high-visibility project</i>
How will this impact my life, work, or sense of self? What's the deeper reason behind this goal? <i>Add layers of financial security, allow me to tap into my value of leadership</i>	<i>Request monthly 1:1s with my manager</i>
	<i>Ask for feedback after key meetings</i>
	<i>Speak up at least once in every team meeting with a thoughtful contribution</i>
	<i>Schedule 3 coffee chats with leaders in the next 30 days to learn about their path</i>
	<i>Identify and implement one measurable improvement to my team's process</i>
	<i>Track and summarize my weekly wins</i>
<b>Choose one of these Action Steps</b>	List the actions I can take to fully support my goal.
My first microgoal is: <i>Schedule 3 coffee chats with leaders in the next 30 days to learn about their path</i>	<i>Identify leaders I want to reach out to</i>
This goal is important to me because: <i>I will gain visibility and insight. The format feels comfortable for me.</i>	<i>Draft communication and goals for conversation</i>
	<i>Send email or ask 1:1 for meeting</i>
	<i>Follow up with thank you email after meeting</i>
	<i>Set calendar reminders to repeat process biweekly</i>
<b>Identify Habits for Success</b>	I will celebrate my milestones and consistency by:
A 2 Minute Daily Habit I can Take to make this happen is: <i>Write down a question a day for leadership</i>	<i>Matcha</i>
This habit will support my goal by: <i>Preparing me for the coffee chats with little effort but in an authentic and meaningful way</i>	<i>TV Binge Night</i>
	<i>New lip oil</i>
	<i>Manicure</i>
	<i>Guilt free sleep in</i>
	<i>Book an experience for my upcoming trip</i>
	<i>New beach read</i>

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<b>Define Your Finish Line</b>	What actions can I take to support this goal?
What's the goal I really want to reach? (Be Specific) Get better sleep	Phone off by 8:30
How will this impact my life, work, or sense of self? What's the deeper reason behind this goal? When I feel more rested I have a better mood, I don't as harsh of an inner critic and I am able to spend more time on what I care about	In bed before 10
	Hot shower before bed
	5 minute breathwork before bed
	No caffeine after 12:00
	Read a book before bed
	Drinking tea before bed
<b>Choose one of these Action Steps</b>	List the actions I can take to fully support my goal.
My first microgoal is: Phone off by 8:30	Set a boundary for no work emails after 7:00
This goal is important to me because: When i have a break from my phone I feel more relaxed before I go to sleep	Set a timer to limit social media use
	Set a reminder to end screen time at 8:30
	Line up a book I am excited to read
	Put out a journal for anything I remember last minute
	Leave my phone in the kitchen
<b>Identify Habits for Success</b>	I will celebrate my milestones and consistency by:
A 2 Minute Daily Habit I can Take to make this happen is: Line up a book I am excited to read	Matcha
This habit will support my goal by: I have something to look forward to as I unwind in bed	TV Binge Night
	New lip oil
	Manicure
	Guilt free sleep in
	Book an experience for my upcoming trip
	New beach read