



Goal Mapping

in 5 easy steps

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How to goal map

IN 5 EASY STEPS

1. Collect your thoughts

This is your brain dump, this is where you need to write down all of the things you want to do or achieve from the small (tidy up the pantry) to the big audacious ones (create financial freedom). It doesn't matter how many you have, just keep writing down till you can't think of anymore. (you can add more in later if you feel you need to.)

Example goals may include: I want to work-out 3-4 times per week consistently, I want to drink 2 litres of water each day, I want to buy a new car, I want to renovate my house etc.

2. Find the common themes

Now you need to find the themes that run through your goals. Using the Goal Overview sheet, look at your goals and see what types of themes work through them; e.g. Career, Financial, Education, Social, Personal, Health etc. Then go through your list and attach each of your goals to one of the themes you have decided to use.

3. Goal Selection

Now, we all know having too much on our to do list means we won't get things done and the same is for goal setting. So now pick 3 goals that are the most important to you for each area.

Once you have picked your top 3, make sure you have applied the SMART system to it as these will make them more effective to achieve. It is important to choose the goals you are most motivated to do and always check if the goal is **SMART**.

Here is a run-down on **SMART** goals:

Specific: Be specific with the details based on questions like: what, where, when..

Measurable: how will you know it has been achieved, what measures are in place?

Attainable: is it realistic for you to achieve?

Relevant: why do you want to reach this goal and is it the right goal?

Time bound: What is your end date for achieving it?



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4. Chunking out the goals

Now that we have your most important goals, let's chunk them down into smaller tasks that will help us get to the overall goal. Now is the time to ask questions like, what do I need to do to achieve this? What are some of the smaller milestones that I can track? When do I want to achieve these smaller milestones?

Once you have through these, you can see you have a basic timeline for your goals and this is where the individual month goal maps come into play. For each month, write out the themes in a coloured pen; then below these, write out the goals you want to achieve with a check box. If you have areas where you think you can add smaller goals into, then go ahead, as long as you have applied the SMART method and are not over cluttering your to do list.

5. Checking off your goals

Now that you have set your goals and mapped out your months in a colourful and creative way, make sure you put them in a place where you see them daily (like your fridge or closet) and tick off when you have achieved them.

Because you are achieving your chunked out activities, you know you will be on the right path to your overarching goals. And if you don't achieve one of your activities or goals, all you need to do is reflect on why and what can you change to achieve them.

Most importantly; remember to be honest with yourself, make them colourful and have fun!