Say it simply.
Make sure to keep your goal as simple as possible. It’s best if you can say it in just one sentence.

Choose your steps.
Goals are easier to complete when you break them down into smaller steps.

Organize your time.
Decide when you want to complete your goal and then get it done on time. Remember to give yourself enough time to get through each of the steps you listed.

Rate your goal.
To make sure your goal is do-able, rate it using the Feeling Thermometer. The best goals are those in the green zone.

Excellent job!
You created a great new goal, now go out and do it!