

“MOUNTAIN CLIMBER” Planning Your Goal or Project

1. First define your goal or project. a) Exactly what do you hope to do?

b) By when?

2. On the blank lines below, list any and all possible activities or tasks that could help you reach your goal. They don't have to be in order. This is brainstorming.

_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. On the above list, circle the actions that are necessary to reach your goal, then circle any other actions that are “high-leverage”—in other words, *very* helpful actions.

4. Look at the circled items and choose the best one to do first. Write it on the first line below, and then cross it off above. Then repeat this process, writing each below and crossing it off above. (If two can be done about the same time, write either first.)

1. _____	8. _____
2. _____	9. _____
3. _____	10. _____
4. _____	11. _____
5. _____	12. _____
6. _____	13. _____
7. _____	14. _____

5. Put the above list of tasks in your calendar or on your daily do-lists.

6. Rewrite each action on the blank lines beside the mountain on the other side of this page, starting from the bottom. Add lines if you wish. Fill in blank lines with the phrase "take a moment to enjoy the view" or "appreciate what you've done so far."

7. Begin to climb the mountain, checking off the actions as you complete them. Along the way, make changes as needed to accomplish the goal.