



# Goals & Habits

Just Get Started & Write It Down!

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# Just get started

There are many different ways that you can set goals. No ONE way works for everyone. Even once someone has found a goal-setting process that works for them, they may realize that the process may change depending on the goal. Not every goal is the same.

Some big picture goals may need a more elaborate approach with multiple action steps, due dates for each step, and an accountability plan. Some goals are better with the approach of setting a daily habit and deciding not to break the chain of doing the action every single day.

Regardless of the approach, one of the most important steps includes writing the goal down and tracking the progress. The statistics vary on that actual percentage, but it's found that when writing down a goal the success rate of achieving the goal is much higher.

This is why I created these printable worksheets for you. It's not an elaborate system of goal-setting or habit creating. I am sharing a place to brainstorm and record your goals, write down your action steps, include your goals in your daily schedule, and track your daily habits.

I also share a few tips. I will keep the reading to a minimum because I don't want you to get hung up on reading. I want you to just get started! Write down your goals on the following worksheets and track your progress.

The worksheets included in this guide:

- First Steps: Goal / Habit Brainstorming
- Daily Schedule with Goal Focus
- Goals & Action Steps - Write down action steps and deadlines for every goal.
- Habit Tracker - Make changes by creating daily habits.
- Tips & Other Resources

# Tips

## **Be Specific.**

It's much easier to track how you are doing and if you need to reevaluate as you go if you have a specific way to measure and track your progress.

For example: **Eat Healthier.** What does that even mean?

Try this instead: In January, try two new healthy recipes per week. In February, cut out all fast food. In March, focus on having five fruits and vegetables per day.

## **Be Realistic.**

Ask yourself: Is this really attainable? It's probably not realistic to plan on making 4-5 drastic changes as of January 1. Decide instead to spread your goals throughout the year. Don't just think of the absolute ideal if you honestly think it's not attainable. Be honest with yourself. Be realistic.

## **Make a Plan.**

It's hard to create a new habit. Even if we are highly motivated in one area of life, we may desire to make a change in an area that we struggle with. Take the time to plan out the steps you need to take. Set yourself up for success. Remove any barriers.

## **Create a Timeline.**

Break down your goal into smaller pieces and attach a timeline to them. If you have broken it down into smaller increments, you will have small successes along the way. You will also be able to make changes along the way if necessary. (Use the Goals & Action Steps worksheet below)

## **Make an accountability plan.**

Ask a friend, co-worker, or your spouse if they will either join you or if they are willing to be your encourager. Your spouse may be willing to take on your goal and get up early with you. Maybe your friend will text you daily to see if you are reading your devotion. Check in with a blogging friend on a weekly basis. Take it up a level and find a course that matches your needs and has an accountability aspect. (See the options below.)

# Tips

## **Write it down!**

This has been key for me. Decide to do a task daily and track your progress. Once you get a streak of check-marks, you won't want to break the streak.

If you set deadlines for certain tasks, track your success when you complete the task. Record your progress.

When I decided to make sleep more of a priority, I recorded Bed Times and Wake Up times. This simple task was motivating. I was happy to record an 11:00 PM bedtime, while I didn't enjoy writing down 12:00 PM. Knowing that I had to record the time made me feel more accountable. I was amazed at how this simple task was a game changer.

Use the worksheets in this guide to help you stay on track!

## **Review and reassess.**

Ask yourself: Is this working? If it's not, what are the roadblocks? Is your timeline off? Is your goal too broad? Do you need better accountability?

Because this is not an annual approach, you can be constantly tweaking and changing if needed.

There are many different ways that you can set goals. It's important that you find a way that works for you. Step back and reevaluate what you have done in the past. Does it work? If yes, go with it. If not, try a new method.

## **Helpful resources:**

[Productivity Planner](#)

[Habit Tracker Bundle](#)

[Your Morning Manual: A Guide & Workbook for Resetting & Maximizing Your Mornings](#)

# 1st Step/Brainstorming

| Category             | Goals / Habits / Ideas |
|----------------------|------------------------|
| Home                 |                        |
|                      |                        |
|                      |                        |
| Work                 |                        |
|                      |                        |
|                      |                        |
| Financial            |                        |
|                      |                        |
|                      |                        |
| Health               |                        |
|                      |                        |
|                      |                        |
| Spiritual            |                        |
|                      |                        |
|                      |                        |
| Personal             |                        |
|                      |                        |
|                      |                        |
| Leisure/Hobby/Travel |                        |
|                      |                        |
|                      |                        |

# Daily Planner

| Today's Schedule |  | Today's Goal Focus |  |
|------------------|--|--------------------|--|
| 6:00             |  | Goal:              |  |
| 6:30             |  | Tasks:             |  |
| 7:00             |  |                    |  |
| 7:30             |  |                    |  |
| 8:00             |  | Goal:              |  |
| 8:30             |  | Tasks:             |  |
| 9:00             |  |                    |  |
| 9:30             |  |                    |  |
| 10:00            |  | Goal:              |  |
| 10:30            |  | Tasks:             |  |
| 11:00            |  |                    |  |
| 11:30            |  |                    |  |
| 12:00            |  | Goal:              |  |
| 12:30            |  | Tasks:             |  |
| 1:00             |  |                    |  |
| 1:30             |  |                    |  |
| 2:00             |  | Notes:             |  |
| 2:30             |  |                    |  |
| 3:00             |  |                    |  |
| 3:30             |  |                    |  |
| 4:00             |  |                    |  |
| 4:30             |  |                    |  |
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| 7:00             |  |                    |  |
| 7:30             |  |                    |  |
| 8:00             |  |                    |  |
| 8:30             |  |                    |  |
| 9:00             |  |                    |  |
| 9:30             |  |                    |  |
| 10:00            |  |                    |  |

# Goals & Action Steps

| Goal:         | Category: |
|---------------|-----------|
|               |           |
| Action Steps: | Due Date: |
|               |           |
|               |           |
|               |           |
|               |           |
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|               |           |

# Habit Tracker

|     |     |      |     |     |     |
|-----|-----|------|-----|-----|-----|
| Jan | Feb | Mar  | Apr | May | Jun |
| Jul | Aug | Sept | Oct | Nov | Dec |

|       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Habit | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|       | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Habit | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|       | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Habit | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|       | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Habit | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|       | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

This month's priorities:

Did my month line up with my priorities?



# Helpful Resources

Helpful posts:

- [How to Set Goals using Short Challenges and Mini Goals](#)
- [How Short Challenges and Mini Goals Work for Me](#)
- [Say NO to New Year's Resolutions](#)
- [One Simple Task to Help You Follow Through On Your Goals](#)
- [Free Printable Habit Tracker](#)

**I have created Printables + Planners to help you stay organized and on track. Check them out here:**

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