



Goal Sheet & Notes

People reach their goals by the little things they do each day - habits. And, building a new habit takes some time, it depends on the person, the behavior and the circumstances. Furthermore, to make a habit automatic it typically takes 2 months - 66 days to be exact.

To reach your goals, it is important to implement habits. Below you will find goal buckets to help you pick your goals and three tables where you can keep track of the habits you are focusing on and their progress.

Feel free to download this document for electronic use or print to write on it.

Goal buckets

<ul style="list-style-type: none"> → Allyship & Inclusion Skills → Build Personal Brand → Build Professional Network → Build Leadership Skills → Career Opportunities → Cross-Functional Knowledge 	<ul style="list-style-type: none"> → Manage Relationships → Mentorship Skills → New Role & Career Path Exploration → Professional Insights → Self Advocacy → Upskilling & Continuing Education
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<p>Goal Example: Improve my intentional inclusion at work. Habit Example: I will have lunch with someone new every wednesday in the cafe at work.</p>		
Focus	When	Where
Intentionally being more inclusive at work.	At lunch break every Wednesday.	In the cafe at work.



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Goal Example: Build my personal brand. Habit Example: I will post on LinkedIn every Sunday at 2pm from my home office .		
Focus	When	Where
Building my personal brand.	Every Sunday at 2pm.	From my home office.

My Habits

Habit 1:		
Focus	When	Where

Habit 2:		
Focus	When	Where



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Habit 3:		
Focus	When	Where



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Below you will find a section for each session to both take notes and keep track of your goals. This is your personal notepad to write down anything you want to remember from the sessions from both your discussions or the resources - you can use it how you'd like. We also encourage you to use the goal tracking space to reflect on your goals each session and how your discussion and/or the resources have helped you progress.

My NotePad

Session 1

Notes:

Session 2

Goal tracking

On a scale of 1-5 where are you with your goal progress? (circle)

1 2 3 4 5

What progress have you made? What actions do you need to take?



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Notes:

Session 3

Goal tracking

On a scale of 1-5 where are you with your goal progress? (circle)

1 2 3 4 5

What progress have you made? What actions do you need to take?

Notes:



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Session 4

Goal tracking

On a scale of 1-5 where are you with your goal progress? (circle)

1 2 3 4 5

What progress have you made? What actions do you need to take?

Notes:

Session 5

Goal tracking

On a scale of 1-5 where are you with your goal progress? (circle)

1 2 3 4 5

What progress have you made? What actions do you need to take?

Notes:



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Session 6

Goal tracking

On a scale of 1-5 where are you with your goal progress? (circle)

1 2 3 4 5

What progress have you made? What actions do you need to take?

Notes: