

# Brain Dump



# Prioritized Task List



Brain Dump writing area with 20 horizontal lines alternating in color (light pink, red, light pink, red, etc.).

Prioritized Task List writing area with 20 horizontal lines alternating in color (light pink, red, light pink, red, etc.).



# Set Yourself Up For Success

The key to setting goals you can successfully achieve is starting the process with the end in mind while making sure you're being as specific as you possibly can. In other words, picture your long-term goals and work backwards. Use the boxes below to help you break your goal down into smaller, more specific tasks until you end up with a list of actionable steps that aren't super overwhelming.

## Big or Long-Term Goal:

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STEP IT OUT...

STEP IT OUT...

STEP IT OUT...



Actionable Tasks: