

Ok, so now you have your big goal, dream or idea - you know when you want to achieve it ... so what are the steps you're going to take to get there?

Let's take an example:

Sam's big goal is to enrol at university next year. And in order to get there he could create something like this - breaking it down into super detailed steps and attaching dates - see page 2



TASK	DUE DATE	WHERE	WHO	DONE
Get application form	15/01/22	University website	Sam	
Review criteria	15/01/22	University website	Sam and Parent	
Gather all supporting documents: Matric results, certified copy of ID, reference letter, proof of residence	31/08/22	High school Post office Youth Leader Parent	Sam	
Save R200 monthly for application fee	31/01 - 31/08/22	Bank	Sam	
Rough draft of application	31/07/22	Online	Sam	
Family/ friend to review application	15/08/22	In person	Sam and Jacob	
Final draft of application	31/08/22	Online	Sam	
Submit application with all supporting documents and proof of payment	15/09/22	University website	Sam	
WAIT!!!	Forever	All in the feels	Sam and the whole squad	