

Goal Setting & Achievement — Workbook

This workbook is your hands-on companion to the Goal Setting & Achievement course. Each section corresponds to a course module and moves you from reflection and diagnosis through framework application to a complete, executable 90-day plan. Complete each section before advancing to the next module — the exercises build on each other.

Why Goals Fail and How to Fix Them

Diagnose your personal goal failure patterns and build the foundational goal architecture — vision, annual goals, and your first 90-day sprint candidates.

Exercise: Goal Autopsy

Think of a significant goal you set in the past 12–24 months that you did not achieve. Answer each prompt honestly and in detail. The purpose is diagnosis, not self-criticism.

- Describe the goal in one sentence. Was it specific, measurable, and time-bound — or vague?

- Which of the five root causes applied: outcome fixation, vague specification, motivation mismatch, missing implementation intention, or unrealistic timeline? Explain with specific evidence.

- On the motivation spectrum (amotivation !' intrinsic), where was this goal? Whose voice were you hearing when you set it?

- If you were setting this goal today using what you have learned, what would you change about how it was structured?

Worksheet: Goal Architecture First Draft

Complete this worksheet to build your personal goal hierarchy. Be honest rather than aspirational — you will refine this in later sections.

3-year vision statement (one sentence — who are you becoming and why does it matter?)

Annual goal 1 (what would make this year a success?)

Annual goal 2

Annual goal 3

Annual goal 4 (optional)

Annual goal 5 (optional)

Top 2 annual goals to focus on this quarter (circle from list above — which two would compound the most?)

90-day sprint candidate 1 (restate the annual goal as a 90-day target)

90-day sprint candidate 2

Checklist: Foundation Readiness Check

- I have identified at least one past goal failure and named its specific root cause
- I have assessed each of my active goals on the motivation spectrum
- I have written a 3-year vision statement in a single concrete sentence
- I have listed 3–5 annual goals and identified which two deserve the most focus this quarter
- I have drafted two 90-day sprint candidates that are specific enough to convert to OKRs

Frameworks That Work: OKRs, SMART, and WOOP

Apply all three frameworks to your 90-day sprint candidates and produce a polished, validated set of goals ready for execution.

Exercise: SMART Goal Stress-Test

Take one of your 90-day sprint candidates and run it through the seven-question precision test. Rewrite it until it passes all seven questions.

- Write your goal as it stands today. Now apply each of the seven SMART precision questions (Specific / Measurable unit / Measurable baseline / Achievable / Relevant / Time-bound / Accountable). Which questions does your goal currently fail?
- Rewrite the goal to address every failing question. Compare your original and revised versions side by side.
- For the revised goal, identify the leading indicator (the behavior you control) and the lagging indicator (the outcome you are aiming for).

Worksheet: 90-Day OKR Builder

Write your 90-day OKRs using the structure: one inspiring Objective and 3–4 measurable Key Results per Objective. Complete one full OKR for your primary sprint goal.

Objective 1 (inspiring, qualitative, 3–5 words)

Key Result 1.1 (measurable outcome, with current baseline and target value)

Key Result 1.2

Key Result 1.3

Key Result 1.4 (optional)

Objective 2 (optional — only if you have confirmed capacity for a second Objective)

Key Result 2.1

Key Result 2.2

Key Result 2.3

For each KR: is it an outcome (good) or an output/task (revise it)? List any KRs you need to revise and their revised versions.

Worksheet: WOOP Planning Sheet

Apply WOOP to each Objective. Complete all four steps in writing — do not skip the Obstacle step, which is the most important.

Wish: State your Objective as a specific wish for the next 90 days

Outcome: Describe the best possible result in vivid detail — what does your life look like if you fully achieve this? How do you feel?

Obstacle: Name the single most critical INTERNAL obstacle (a habit, belief, or emotional pattern — not an external circumstance) that has blocked similar goals in the past

Plan (if-then): Write the implementation intention: "If [obstacle] occurs, then I will [specific coping action]"

Repeat Wish / Outcome / Obstacle / Plan for Objective 2 (if applicable)

Execution Systems and Environment Design

Design the weekly review ritual, environment architecture, and accountability structure you will use to sustain progress throughout the 90-day sprint.

Worksheet: Weekly Review Design

Design your personal weekly review ritual using the four-step framework from the course. The ritual must be realistic for your actual schedule.

Day and time of weekly review (block this in your calendar before continuing)

Location and setup (where will you do this? What tools — notebook, app, spreadsheet?)

Step 1 — Clear: What is your inbox/capture process? List the 3–5 sources you will process during the Clear step

Step 2 — Review: List each active Key Result and the leading indicator metric you will record each week

Step 3 — Diagnose: What questions will you ask yourself when a KR is behind? Write 2–3 diagnostic prompts

Step 4 — Plan: How will you select your 3 Most Important Tasks for the coming week? What is your scheduling method (time-blocking, task list, etc.)?

Exercise: Environment Redesign Audit

Audit your physical and digital environment for friction and temptation. For each goal area, identify one friction-reduction change and one temptation-removal change you will make today.

- List the 3 behaviors most critical to achieving your 90-day Key Results. For each, describe the current environment frictions that make the behavior harder than it needs to be.
- Using the five environment design principles (obvious, easy, invisible, difficult, rituals), write one specific change for each behavior that reduces friction or removes temptation.
- Design one temptation bundle: pair one obligation you tend to avoid with one enjoyable reward that is only available during that obligation. Describe exactly how you will implement it.

Checklist: Accountability System Setup

- I have selected an accountability structure matched to the importance of my primary goal (self-monitoring / partner / public / financial stakes)
- I have identified a specific accountability partner or platform and confirmed their availability
- I have scheduled the first check-in meeting or commitment deadline
- My check-in agenda focuses on leading indicators (did I do the work?) not just lagging outcomes
- I have defined a clear consequence for missing my weekly commitment
- I have communicated my goal to my accountability partner in specific, measurable terms

Building Your 90-Day Achievement Plan

Assemble all the previous work into a complete, realistic 90-day sprint plan with monthly milestones, a capacity audit, and a quarter-end review protocol.

Worksheet: 90-Day Sprint Plan

Complete this sprint plan for your primary 90-day Objective. This is your operational document — it should be specific enough to guide daily decisions.

Sprint start date and end date

Primary Objective (from your OKR Builder)

Key Result 1 — monthly milestone for end of Month 1

Key Result 1 — monthly milestone for end of Month 2

Key Result 1 — target at end of Month 3 (the original KR target)

Key Result 2 — monthly milestones (repeat as above)

Key Result 3 — monthly milestones

Weekly deep work hours available for sprint goals (honest estimate)

Estimated weekly hours required for all leading indicators

Capacity buffer (available minus required): if negative, which KR or leading indicator will you reduce?

WOOP if-then plan (copy from Section 2 worksheet)

Accountability partner name and check-in schedule

Exercise: Mid-Quarter Recalibration Protocol

Pre-write your six-week check-in agenda so that when the date arrives, you have a structured process rather than an improvised review.

- For each Key Result, write the two diagnostic questions you will ask at week 6: (1) What is the current progress percentage against the 50% milestone? (2) Is this an execution gap, strategy gap, or reality gap — and what evidence supports that diagnosis?
 - Write your adjustment decision rules in advance: under what specific conditions will you (a) continue unchanged, (b) adjust the strategy but keep the KR target, (c) revise the KR target, or (d) abandon the goal? Be specific — refer to percentage thresholds and types of evidence.
 - Describe how you will document any mid-quarter adjustments so you can learn from them at the quarter-end review.
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Checklist: Quarter-End Review Preparation

- I have scheduled my quarter-end review for a 2–3 hour block in the final week of the sprint
- I will score each Key Result on a 0–100% scale with precision, not rounding up
- I will identify at least three specific wins to celebrate — focused on effort and process, not only outcomes
- I will classify each shortfall as an execution failure, strategy failure, or reality gap
- I will write three specific lessons I would tell myself at the start of this quarter
- I will update my annual goal architecture before planning the next sprint
- I will use the quarter's leading indicator data to calibrate my capacity estimates for Q2

Your Action Plan

1. Complete the Goal Autopsy exercise for your most significant recent goal failure before moving past Module 1
2. Write your 3-year vision statement in one concrete sentence and share it with someone you trust
3. Draft your Goal Architecture (vision !' annual goals !' 90-day sprint candidates) using the Section 1 worksheet
4. Apply the SMART seven-question stress-test to your primary 90-day goal and rewrite it until it passes all seven
5. Write your full OKR for the 90-day sprint: one Objective with 3–4 measurable Key Results
6. Run WOOP on your primary Objective and write the if-then implementation intention in your phone notes for easy reference
7. Design and schedule your weekly review ritual — block the time in your calendar this week
8. Complete the environment redesign audit and implement at least two friction-reduction changes today
9. Confirm your accountability partner, schedule the first check-in, and share your OKR with them
10. Complete your 90-Day Sprint Plan worksheet and schedule the six-week check-in and quarter-end review

