

2013 Goal Planner

In column one (Goal), jot down five goals you have for the new year. Make them as measurable as possible. What does the goal LOOK like? "Write my novel" is too vague. "Get my novel ready to send off to the proofreader no later than December 15" is better. Now fill in benchmarks--or mile markers--that will help you know you're making progress. For example: February might read, "Give chapters one through five to my writing group for critique." March might read, "Revise chapters one through five based on writing group's critiques."

Goal	January Benchmark	February Benchmark	March Benchmark	April Benchmark	May Benchmark	June Benchmark
Goal 1:						
Goal 2:						
Goal 3:						
Goal 4:						
Goal 5:						

Half way through the year (say, during the July 4 holiday weekend), spend some time looking at each of the goals you identified in January for 2013. Do you want to rephrase any of these goals? If not, re-write them below exactly as you have worded them above. If you find that you need to revise the goal or the wording, do so below. Now determine your benchmarks for the second half of the year.

Goal	July Benchmark	August Benchmark	September Benchmark	October Benchmark	November Benchmark	December Benchmark
Goal 1:						
Goal 2:						
Goal 3:						
Goal 4:						
Goal 5:						