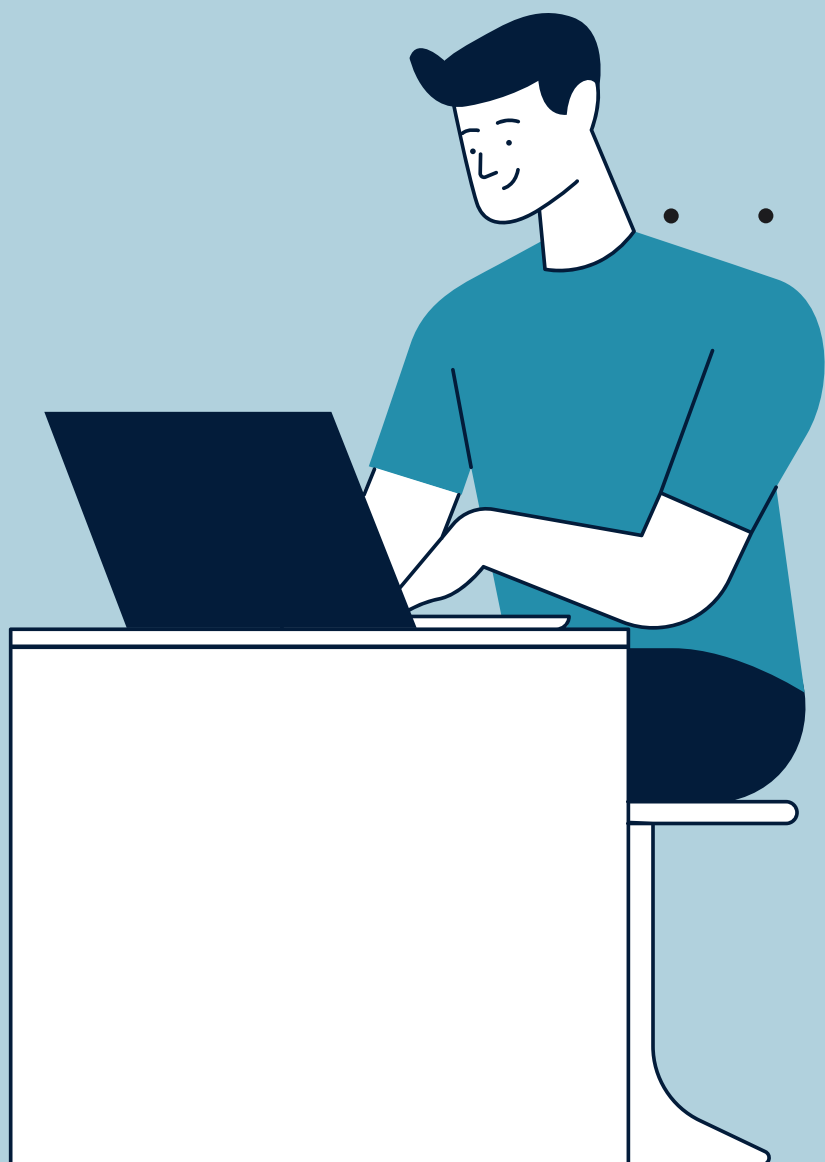


Breaking Down Goals



Step One- Clarify your Boulder

No one wakes up one day deciding to write a book or run a marathon and achieves it in one day. It takes hours spent at the computer pouring words onto a page or miles of training to cross the finish line.

Goals can be:

- **broad ideas** like being more productive, getting healthy, being more organized
- **how we want to feel** like feeling more accomplished, stronger, more comfortable in my clothes, a feeling of ease in my space
- **specific outcomes** like writing a book, running a marathon, cleaning my room

When considering your goal(s), ask yourself the following questions to gain clarity on it...

- **What is it? (a broad idea, a feeling, a specific outcome, a mix)**
- **What would it look like to achieve it?**
- **How do you want to feel when you accomplish it?**
- **Who do you need to become to achieve it?**
- **Is this a multi-step goal? If yes, what steps do you envision?**

What boulder(s) are you trying to move?

Write down your goal(s). Include all the details you can think of.

Why is this important?

Step Two- Smash the Boulder into Rocks

Imagine taking a sledgehammer to your boulder and breaking that too-big-to-climb mountain into smaller, more movable [Rocks](#).

Rocks are the incremental milestones along the journey to your goal that you need to reach. They are not the finishing line, just mile markers reminding you you ARE making progress. Like writing the outline for a book or finishing a 5K.

What Rocks do you need create?

Envision the milestones and write them down. Be as specific as possible.

Step Three- Crush Those Rocks into Stones

Milestones are made up multi-step projects that have a beginning, middle, and end. As you cross these off your list, you're moving closer down the path to reaching your goal. These **Stones** roll easier down the path, but still take some effort. They are made of multiple smaller tasks that build on each other.

Writing a book is made up of projects like researching the topic, creating an outline, and writing the chapters. To go from the couch to running a marathon requires you first to walk, then build your stamina to jog, and finally run. Each step may look like a single task, but when you start to work on them, you discover they are made up of multiple steps.

What Stones will create progress for you?

What steps do you need to take to reach your milestones? Write them down. Be as specific as possible.

Step Four - From Stones to Pebbles

Pebbles are single action tasks. Once they are done, they're done! These are the easy to do steps that become little wins that create momentum and energy to keep going. Like writing a chapter or walking around your neighborhood.

What Pebbles make up your Stones?

What individual, single-action tasks make up your projects? Write them down. Be as specific as possible. Do you see any items on your brain dump, procrastination or toleration list on here?

Step Five- Tiny Grains of Sand To Create Lasting Change

Many times, our goals are not a one-and-done. If we're not careful, those pebbles compound back to boulders. **Grains of Sand** are regular habits that keep those boulders from returning. Like going for a daily morning walk or meeting a friend for a weekly writing session.

What Grains of Sand do you need to create?

What new daily, weekly, monthly habit will help you to stay on track? Write them down. Be as specific as possible.

Here is an example:

Boulder: Make the master bedroom a comfortable, clean, Zen space.

Picture this...the master bedroom is a mess-- clothes everywhere, on the floor, piled on surfaces, crammed into the closet. The two nightstands have piles of books, trash, electronics, and knick-knacks overflowing on the top and the drawers won't close because they are too full. The bed is never made and has just enough space for a person or two to sleep around the stuff piled on top. There is a path from the bed to the bathroom and to the door, otherwise the floor can't be seen. It's overwhelming and depressing.

Rocks:

The milestones to reach:

1. Find the bed
2. Find the floor
3. Find the tops of the nightstands
4. Clean
5. Make the room look pretty

Stones

The projects to create to reach the milestones:

1. Floor
2. Bed
3. Closet
4. Drawers
5. Nightstands
6. Clothes
7. Books
8. Electronics
9. Knick-knacks

Pebbles

The individual tasks that make up the projects:

- Floor
 - pick up trash
 - pick up clothes- put in laundry hamper
 - pick up paper
 - pick up other items
 - sweep or vacuum floor
- Bed
 - pick up clothes- put in laundry hamper
 - pick up other items
 - remove sheets- put in laundry hamper
 - wash sheets
 - make bed- clean sheets and cover
- Closet
 - pick up clothes- put in laundry hamper
 - hang clean clothes
 - consolidate like items together
 - purge items no longer like/wear/use/fit in the space
 - organize what's left
 - dust any surfaces
 - sweep or vacuum floor
- Drawers
 - pick up trash
 - consolidate like items together
 - purge items no longer like/wear/use/fit in the space
 - organize what's left
- Nightstands
 - pick up trash
 - consolidate like items together
 - purge items no longer like/wear/use/fit in the space
 - organize what's left
 - dust any surfaces
- Clothes
 - Wash load of laundry (repeat as needed)
 - Transfer load to dryer (repeat as needed)
 - Hang or fold dry clothes (repeat as needed)
 - consolidate like items
 - purge items no longer like/wear/use/fit in the space
 - organize what's left
- Books
 - consolidate like items
 - purge items no longer like/wear/use/fit in the space
 - organize what's left
- Electronics
 - consolidate like items
 - purge items no longer like/wear/use/fit in the space
 - organize what's left
- Knick-knacks
 - consolidate like items
 - purge items no longer like/wear/use/fit in the space
 - organize what's left

Sand

Habits to create to keep the room clean and organized:

- Daily 5 minute Tidy to put items where they go
- Set a reminder for cleaning chores on phone or create a calendar event
- Keep purging items until the room is easy to manage
- Keep a donation box in the room - when you realize an item needs to go put it in the box not the floor