



Heart Soul and Mind

## Achieving Your Vision Worksheet

The three steps to achieving your vision are: cast a clear vision, have achievable goals, and complete specific tasks.

### Vision

A vision is a big picture statement of what you hope to achieve. Having a clear vision for yourself is the most important step. Do not be afraid to include your motivation in your vision statement. You realize a vision gradually, sometimes over a year or more.

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### Goals

Goals are objectives to reaching your vision; they are more specific than your vision. You accomplish goals over an intermediate period, such as one to three months.

### Task

Tasks are individual activities that you can complete in a day or less. When setting out to complete a task, give yourself deadlines and plan times to do your activities.

Goal 1: \_\_\_\_\_

Task 1: \_\_\_\_\_

Task 2: \_\_\_\_\_

Task 3: \_\_\_\_\_

Goal 2: \_\_\_\_\_

Task 1: \_\_\_\_\_

Task 2: \_\_\_\_\_

Task 3: \_\_\_\_\_

Goal 3: \_\_\_\_\_

Task 1: \_\_\_\_\_

Task 2: \_\_\_\_\_

Task 3: \_\_\_\_\_