

Step #9: CALENDAR What will you focus on each quarter? What else is happening during that time of the year? Take the Baby Step Actions and put them on the calendar. Notice what else you have happening each month and make adjustments to keep you plan challenging but realistic. Remind yourself of your focus for each quarter, based on your SMART GOAL. In this worksheet you are working more on your actual calendar, but you can write here other key events and happenings in these months you want to remember.

<u>Jan.</u> 1 _____ 2 _____ 3 _____ 4 _____ 5 _____	<u>Feb.</u> 1 _____ 2 _____ 3 _____ 4 _____ 5 _____	<u>March</u> 1 _____ 2 _____ 3 _____ 4 _____ 5 _____
<u>April</u> 1 _____ 2 _____ 3 _____ 4 _____ 5 _____	<u>May</u> 1 _____ 2 _____ 3 _____ 4 _____ 5 _____	<u>June</u> 1 _____ 2 _____ 3 _____ 4 _____ 5 _____
<u>July</u> 1 _____ 2 _____ 3 _____ 4 _____ 5 _____	<u>Aug.</u> 1 _____ 2 _____ 3 _____ 4 _____ 5 _____	<u>Sept.</u> 1 _____ 2 _____ 3 _____ 4 _____ 5 _____
<u>Oct.</u> 1 _____ 2 _____ 3 _____ 4 _____ 5 _____	<u>Nov.</u> 1 _____ 2 _____ 3 _____ 4 _____ 5 _____	<u>Dec.</u> 1 _____ 2 _____ 3 _____ 4 _____ 5 _____