

Top 3 Most Important Goals - Action Steps

Most Important Goals and Action Steps		Due Date
#1 Goal -		
Action Step #1		
Action Step #2		
Action Step #3		
Action Step #4		
Action Step #5		
Action Step #6		
Action Step #7		
#2 Goal -		
Action Step #1		
Action Step #2		
Action Step #3		
Action Step #4		
Action Step #5		
Action Step #6		
Action Step #7		
#3 Goal -		
Action Step #1		
Action Step #2		
Action Step #3		
Action Step #4		
Action Step #5		
Action Step #6		
Action Step #7		

Write your top three goals (specific) in the corresponding spaces above. These goals are the ones that you will focus on reaching. Be careful not to use general goals such as, "I want to make \$100k next year". If you want to make \$100k next year, how do you want to do it? If you want to make \$100k next year by wholesaling real estate then put that. Then your action steps will be specific to steps you need to take to make \$100k by wholesaling real estate. If you make your goals general you will be discouraged and never reach them.

With your action steps, write the specific steps you need to take to reach your goals. You may even have action steps for your action steps. Basically, you need to break your goals down into the different parts of achieving them. Obviously you need to do x before you can do y, and y before z... so chart it out. It makes monitoring it and achieving it much simpler. Also, you have little successes along the way and will stay on task better. Here is an example below.

#1 Goal -	Start my real estate investing business	8/07
Action Step #1	Visit with accountant to determine type and structure of my business	6/1/07
Action Step #2	Register my business name and entity with the state of Oregon	6/10/07
Action Step #3	Get my logo and business cards created	6/15/07
Action Step #4	Set up my website – purchase pre-made website from theREIbrain.com	6/25/07
Action Step #5	Create solid relationship with 2 realtors – visit w/ 3 per week for 1 month	7/18/07
Action Step #6	Purchase marketing materials from theREIbrain.com for wholesaling	7/20/07
Action Step #7	Join local real estate investing club – distribute and gather contact info	7/25/07
Action Step #8	Send first marketing mailing – Get eviction list from courthouse and send postcard to all	8/1/07