Goals Into Action

Build a System You Can Repeat

You know what you want to finish. The harder part is deciding what to do when an ordinary, crowded day arrives.

A goal names the result. A system gives the work a place in your week and a way to check whether it is helping.

Part	Example
Goal The result you want	Finish my first video by the end of the month.
System The actions you repeat	Work on the next production step for 30 minutes on Monday, Wednesday and Saturday.
Review The adjustment you make	On Sunday, check what moved forward and choose the next task.

Use both

A goal helps you choose a direction. A routine helps you make time for it. Reviewing the result keeps you from repeating work that is not useful.

Start with one goal. Use the next pages to turn it into a plan you can try this week.

Build your system

Make the next action easy to identify.

☐ **Choose a clear result.** Replace “work on my business” with a finish line, such as “publish one complete product page”. Add a realistic date if it helps.

☐ **Name the next visible action.** Write the product description, check one source or record one section. Each session needs a task you can recognise as finished.

☐ **Choose a cue and a place.** “After dinner on Tuesday, I will work at my desk for 25 minutes” is easier to act on than “when I have time”.

☐ **Plan for a busy day.** Choose a smaller useful action, such as writing three lines. It keeps the next step clear; the full project will still need enough working time.

☐ **Choose a review day.** Once a week, check what you completed, what blocked you and whether the plan needs to change.

Write your starting sentence

“When [cue] happens, I will [specific action] for [time] in [place]. If that is not possible, I will [smaller useful action].”

Prepare what you need before the session: the document, source notes, recording or product details.

See it in practice

Example goal: finish a first YouTube video this month.

Working session	One useful action
Monday after dinner 30 minutes	Research the next unanswered question and save the source.
Wednesday after dinner 30 minutes	Write or revise one script section.
Saturday morning 30 minutes	Complete the next narration, visual or editing task.

At the end of each session

Save the work and write one line naming the next task. For example: “Next time, record the revised opening.” You will have a clear place to resume.

At the weekly review

Ask what is actually closer to completion. Three work sessions are useful evidence of effort, but the video still needs a checked script, clear narration and a finished edit.

If the plan breaks

Resume at the next available session. If the same obstacle keeps returning, change the time, task size or deadline. Check whether your available hours can support the goal.

For an online store, the same approach could begin with one product-page task each session. Change the work to fit the result.

Your plan for this week

Keep this page somewhere you will see it before your next working session.

My goal and what finished will look like

My next specific action

My cue, working time and place

My smaller useful action on a busy day

My review day and the evidence I will check

A short weekly review

☐ What did I finish or move forward?

☐ What made the work harder than expected?

☐ What one change will I try next week?

Keep the parts that help. Adjust the parts that repeatedly get in the way. Your plan should make the next useful action clear.