

Today's Date: _____

Schedule next monthly check-in on: _____

Monthly Check-In

It's time to check in with yourself to assess your progress and adjust your plan in order to stay on track toward your goal and make course-corrections. Pull out your:

- 30 and 60-day plan
- Monthly milestones

Monthly Questions

Where are you in comparison to where you expected to be? Are you behind or ahead?

Were there road blocks or challenges? What can you do differently?

Did you encounter any new information or opportunities that pushed you in a different direction?

What have you learned?

Have any of your goals, plans or priorities changed? (If so, updated you monthly milestones.)

Have you discovered anything you need, such as resources, new skills, support, etc? If so, how will you get what you need to move forward?

Do you feel balanced and are you enjoying the journey? If not, what relaxation, fun and leisure can you plan into your schedule? Schedule it now.

How do you feel about your experience this month? What do you want to continue doing that is working? What do you want to do differently?

Write your NEW 60-day plan:

- Look at the NEXT 2 monthly milestone and brainstorm sub-goals and tasks
- Include any left-over items from last month
- Consider new information and changes based on your questions above

30-Day Plan

- Look at your old and new sub-goals and re-prioritize.
- Decide which sub-goals you will focus on completing this month.
- Refer to this when making your weekly plan, which you can do right now!