

The Weekly Goal-Setting Checklist



A 17-minute weekly ritual to turn ambition into a week you can execute.



Activities



Step 1 - Anchor to your bigger picture (3 minutes)

Before setting weekly goals, remind yourself: 1. Your goal for the quarter (or year). 2. Your word for the year. 3. Your identity statement: "I am the kind of person who..."



Step 2 - Choose your one big thing (5 minutes)

Ask one question: "If I could only finish one thing this week, what would have the biggest impact on my quarterly goal?" **Write it down. Make it specific. This is the week's anchor.**



Step 3 - Define what "done" looks like (3 minutes)

For your one big thing, write the exact outcome that means you succeeded. Apply the "stranger test" - would someone else be able to look at the result and confirm it's done?



Step 4 - Break it into 3 daily actions (4 minutes)

What are the three actions you'll do this week to move the big thing forward? Not ten. Three. Each one should take 30-90 minutes. Goals don't get done. Actions do.



Step 5 - Pre-decide your fallback (2 minutes)

Decide now what happens if you miss a day. Not I'll catch up tomorrow. Decide which action you'll skip if life happens, and which one is non-negotiable no matter what.



Why it matters:

Total time: 17 minutes. Total return: a week with one clear win, three protected actions, and zero uncertainty about what matters.

