

Mid-month goal check-in

Use the prompts below to review your goal progress and plan to make more

1. Rewrite the goals you set yourself for the current period (month, quarter, year, etc.)
2. For each of your goals, rate them based on how much progress you have made so far. A helpful number scale could be:
 - 5 - I have completed this goal
 - 4 - I have made good progress on this goal
 - 3 - I have made some progress on this goal
 - 2 - I haven't made progress on this goal, but I have it planned
 - 1 - I haven't planned this goal

The next two parts of the mid-month check-in differ based on the goals you've already made good progress on (ratings of 3 – 5), versus the ones that you haven't made as good of progress on (ratings of 1 – 3).

Celebrating progress made – For goals with progress ratings of 3 - 5

3. Which action steps have you already completed for this month?
4. How have you celebrated, or will you celebrate, this progress?
5. Are there any similarities between the actions steps you have taken versus the ones you haven't? What can you take away from these similarities regarding your preferences for working on your goals?

Planning to make more progress – For goals with progress ratings of 1 - 3

6. Brainstorm what has been holding you back from making more progress on these goals. Try to be specific when listing the reasons so you can better find ways forward. Some prompting questions for thinking about this are:
 - Do you know how to work on your goal?
 - Do you know your next action steps for your goal?
 - Do you have the resources necessary to work on your next action steps?
 - Are you letting the “research” stage of your goal hold you back from taking action?
 - Are you letting having a “perfect plan” hold you back from taking action?
 - Are your next action steps too big? Too broad?
 - Do your action steps need to be simplified?
 - Are the next action steps things you will enjoy doing?

7. For each of the reasons you found for not making more progress on your goal, find one tweak or change you could try to make making progress easier or more likely in the rest of the period. Some common goal problems, and possible tweaks or changes to address these, are:
 - The next action step is too big
 - Break it down into smaller, more manageable steps
 - Time-restrict parts of the action step (e.g. do 10 minutes of research rather than all of it)
 - Not knowing how to work on the goal
 - Ask for advice from someone who has already done what you want to do
 - Forgetting to do daily/weekly actions
 - Schedule the actions ahead of time
 - Set alarms or reminders on your phone to complete the actions
 - The next action step isn't enjoyable
 - Make it more fun by bundling it with something you enjoy doing (e.g. walking with a friend rather than alone, doing the action while listening to a podcast, etc.)
8. Review your target or desired progress for each goal in the period by asking:
 - What was the target you set yourself for each goal in this period?
 - Is this target still realistic given the progress you've made, and the time remaining?
9. Adjust your expectations for each goal in the current period if necessary. This may mean cutting back on the actions you were initially planning to take, adding or substituting with new actions, or keeping things as they are.

Action planning

10. Using the information from the previous steps, make an action plan for the remainder of the period, or adjust an existing one.