**GOAL ACHIEVEMENT PLAN**

**PART 1: YOUR GOAL**

**PART 2: CALCULATION OF THE TOTAL HOURS REQUIRED TO ACHIEVE YOUR GOAL:**

Time it took you to complete one lesson of your German language course:

Number of remaining lessons in your course:

Time required to complete the remaining lessons (time it took to complete lesson 1 x number of remaining lessons:

Add 10% (x 1.10):

**Total hours required to complete your course:**

**PART 3: CALCULATION OF WEEKLY HOURS REQUIRED TO ACHIEVE YOUR GOAL:**

Dates of weeks you will be unavailable to work on your German language course:

Number of available weeks between now and your goal deadline:

Hours per week of work required (total hours required to complete the course/ no. of available weeks):

**PART 4: YOUR CURRENT WEEKLY SCHEDULE:**

Mon:

Tue:

Wed:

Thu:

Fri:

Sat:

Sun:

**PART 5: GOAL ACHIEVEMENT PLAN REVIEW FREQUENCY**

**When will you review your Goal Achievement Plan? (Put the dates/times in your calendar)**

**PART 6: MINDSET MAINTENANCE SESSIONS**

**When will you apply the Mind Shifting method to your goal and plan in order to keep yourself in the optimum mindset to achieve your goal? (Suggest that you do it after reviewing your Goal Achievement Plan)**

**Instructions for reviewing your Goal Achievement Plan**

**Step 1: re-calculate the number of hours you need to work on your German language course each week**

Number of available weeks left until goal deadline: 6

Number of lessons left in the course: 8

How long is each lesson taking? 1 hour

Amount of hours you need to complete remaining lessons: 8 lessons x 1 hour = 8 hours

*[Update Part 2 of your Goal Achievement Plan once you have calculated this]*

Number of hours per week you need to work on the course each week to achieve your goal by the deadline: 8 hours / 6 weeks / = 1.3 hours per week (1 hour 18 mins)

*[Update Part 3 of your Goal Achievement Plan once you have calculated this]*

**Step 2: review your weekly schedule**

Does your weekly schedule need to change?

*[If it does then adjust it now by updating Part 4 of your Goal Achievement Plan]*