

Turn a Goal Into an Actionable Personal Project

A goal describes a desired outcome; a project creates the finite work that can produce it. This method fits goals such as build a workshop bench, finish a manuscript, launch a portfolio, restore a bicycle, or complete a room makeover.

PRINTABLE WORKSHEET

1. Define the outcome

- ☐ My finished result is: _____
- ☐ I will know it is done when: _____
- ☐ This matters because: _____

2. Build the Backlog

- ☐ Ideas or possible steps: _____
- ☐ Information to find: _____
- ☐ Materials or help needed: _____
- ☐ Known blocker: _____

3. Choose the next actions

- ☐ Next action 1: _____
- ☐ Next action 2: _____
- ☐ Next action 3: _____
- ☐ Optional due date with a real reason: _____

4. Review

- ☐ What moved forward: _____
- ☐ What changed: _____
- ☐ What returns to Backlog: _____
- ☐ The next useful action is: _____

Customize this worksheet for the actual project. It is a lightweight planning aid, not a budget, schedule, design record, or specialized project-management document.