

Transfer your one-year GPS as well as any personal yearly goals to your 411. The 411 stands for four weeks, one month and one year. This will be where you keep track of annual, monthly and weekly big rocks. Analyzing your year using the focusing question, fill in your monthly goals and then what you will accomplish this week to stay on track with your monthly achievements. Review and update your 411 on a weekly basis.

My Annual Goals		
Business	Personal	
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	

My Monthly Goals		
Business	Personal	
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	

My Weekly Goals				
Week 1	Week 2	Week 3	Week 4	
Personal	Personal	Personal	Personal	
1.	1.	1.	1.	
2.	2.	2.	2.	
3.	3.	3.	3.	
4.	4.	4.	4.	
5.	5.	5.	5.	
Business	Business	Business	Business	
1.	1.	1.	1.	
2.	2.	2.	2.	
3.	3.	3.	3.	
4.	4.	4.	4.	
5.	5.	5.	5.	