

# *Breaking Goals Down (From Vision to Action)*



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# WHY BREAK GOALS DOWN?



**BIG GOALS CAN FEEL OVERWHELMING**

**SMALL STEPS MAKE ACTION EASIER AND LESS SCARY**

**CLEAR STEPS = LESS PROCRASTINATION, MORE  
PROGRESS**

**“IF IT’S NOT BROKEN DOWN, IT WON’T GET DONE”**



# FROM VISION → BIG GOAL



START WITH YOUR LONG-TERM VISION (5–10 YEARS)

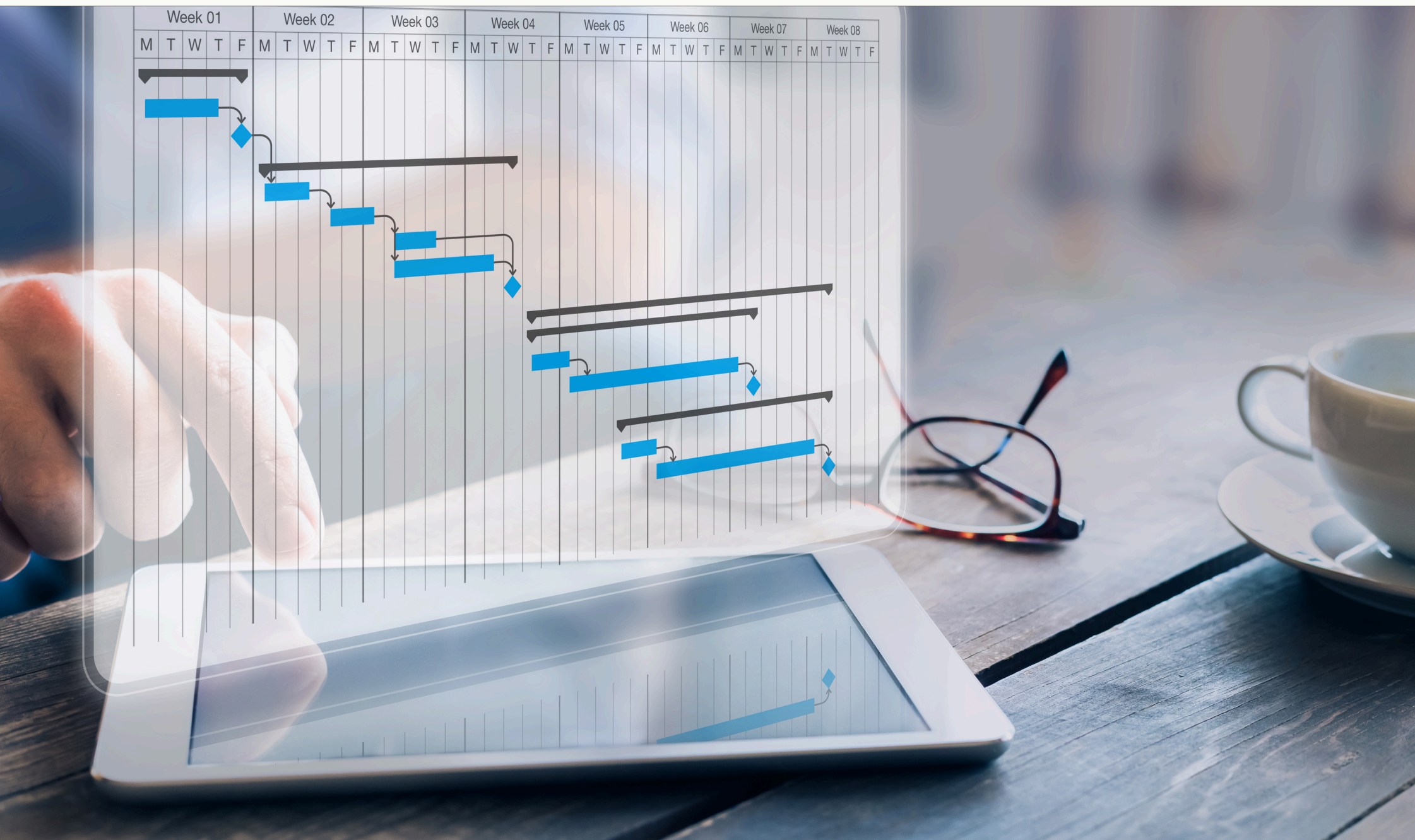
CHOOSE ONE BIG GOAL THAT SUPPORTS THAT VISION

EXAMPLE: VISION: "BE FINANCIALLY FREE"

- BIG GOAL (2 YEARS): "BUILD A SIDE INCOME OF ₹50,000/MONTH"



# TURNING BIG GOALS INTO MILESTONES



**MILESTONES = MINI GOALS OR CHECKPOINTS ON THE WAY**

**ASK: "WHAT NEEDS TO BE TRUE BEFORE I REACH THE BIG GOAL?"**

**BREAK INTO 3–6 MAJOR MILESTONES**

**EACH MILESTONE SHOULD FEEL CHALLENGING BUT ACHIEVABLE**



# MILESTONE EXAMPLES



**BIG GOAL: "RUN A HALF MARATHON IN 6 MONTHS"**

- **MILESTONE 1: RUN 3 KM WITHOUT STOPPING**
- **MILESTONE 2: RUN 5 KM COMFORTABLY**
- **MILESTONE 3: RUN 10 KM WITH BREAKS**
- **MILESTONE 4: COMPLETE A 15 KM TRAINING RUN**



# FROM MILESTONES → TASKS



ASK: "WHAT SPECIFIC ACTIONS WILL MOVE ME TO THIS MILESTONE?"

TURN EACH MILESTONE INTO CLEAR TASKS

TASKS SHOULD BE SMALL ENOUGH TO FINISH IN 30–60 MINUTES

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IF A TASK FEELS TOO BIG, BREAK IT AGAIN



# TASK EXAMPLES (CAREER GOAL)



**MILESTONE: “FINISH AN ONLINE COURSE IN 6 WEEKS”**

- **TASK: WATCH LESSON 1 & TAKE NOTES**
- **TASK: COMPLETE QUIZ FOR MODULE 1**
- **TASK: DO 1 PROJECT ASSIGNMENT**
- **TASK: REVIEW NOTES EVERY SUNDAY**



# WEEKLY PLANNING – BRINGING IT INTO YOUR WEEK



DECIDE WHAT YOU WILL WORK ON THIS WEEK

CHOOSE 3–5 KEY TASKS LINKED TO YOUR GOALS

ADD THEM TO SPECIFIC DAYS, NOT “SOMETIME”

WEEKLY PLANNING CONNECTS LONG-TERM GOALS  
WITH DAILY ACTION



# SIMPLE WEEKLY PLAN LAYOUT



PICK YOUR TOP 1–3 PRIORITIES FOR THE WEEK

ASSIGN TASKS TO DAYS (MON–SUN)

LEAVE BUFFER TIME FOR UNEXPECTED EVENTS

REVIEW AT THE END OF THE WEEK: WHAT WORKED?  
WHAT DIDN'T?



# TIMEBOXING YOUR GOALS



TIMEBOXING = GIVING A TASK A FIXED TIME SLOT

EXAMPLE: “STUDY FROM 7–8 PM” INSTEAD OF “STUDY TODAY”

PROTECT THESE TIME BLOCKS LIKE APPOINTMENTS

MAKES IT EASIER TO START AND AVOID OVERTHINKING



# HOW TO TIMEBOX EFFECTIVELY



USE YOUR CALENDAR OR PLANNER

SCHEDULE HIGH-FOCUS TASKS WHEN YOUR ENERGY IS HIGHEST

INCLUDE BREAKS AND REST TIME

AVOID OVERLOADING ONE DAY – BE REALISTIC



# TO-DO LISTS: COMMON MISTAKES



WRITING A LONG LIST AND DOING NOTHING

MIXING TINY TASKS WITH HUGE UNCLEAR ONES

NO PRIORITIES, EVERYTHING FEELS EQUALLY URGENT

ADDING TASKS BUT NEVER REVIEWING THEM



# USING TO-DO LISTS EFFECTIVELY



KEEP YOUR DAILY LIST SHORT AND FOCUSED (5–8 ITEMS)

START WITH 1–3 “MUST-DO” TASKS LINKED TO YOUR GOALS

BREAK VAGUE ITEMS INTO SPECIFIC ACTIONS

TICK OFF COMPLETED TASKS TO BUILD MOMENTUM



# GOAL-FOCUSED TO-DO LISTS



GROUP TASKS UNDER YOUR MAIN GOALS

EXAMPLE:

- GOAL: HEALTH → "WALK 30 MIN", "PREP HEALTHY LUNCH"
- GOAL: CAREER → "UPDATE RESUME", "APPLY TO 2 JOBS"

ENSURES YOU'RE NOT JUST BUSY, BUT MOVING TOWARD WHAT MATTERS



# FROM VISION TO EVERYDAY ACTION (RECAP)



VISION → BIG GOAL → MILESTONES → TASKS →  
WEEKLY PLAN → DAILY ACTIONS

SMALL CONSISTENT STEPS BEAT BIG OCCASIONAL  
EFFORT

IF YOU KNOW YOUR NEXT ACTION, YOU'RE NEVER  
STUCK



**THANK YOU**