write your dream here

BLUEPRINT

Completion Date:

1. LIST IT OUT

It can be hard to imagine achieving your dream. But a good way to start can be by making a list of action steps. Use the spaces below to outline possible steps toward achieving your dream (don't worry about putting them in order for now). Along with each step, think about what will be needed to take that step (resources, knowledge, prior steps, etc.) and list them out.

ACTION STEPS	NEEDED BEFORE YOU START

2. BREAK IT DOWN

Now that you've defined the steps that your dream will require, it's time to figure out what to do first. It can be helpful to break a big dream down into smaller, more tactical parts to bridge the gaps between the actions you've identified and your dream. Try breaking down your dream into milestones. This can be phases (like planning, testing, implementing), an overall percentage complete, or deliverables like creating a marketing plan, rough draft, or a prototype.

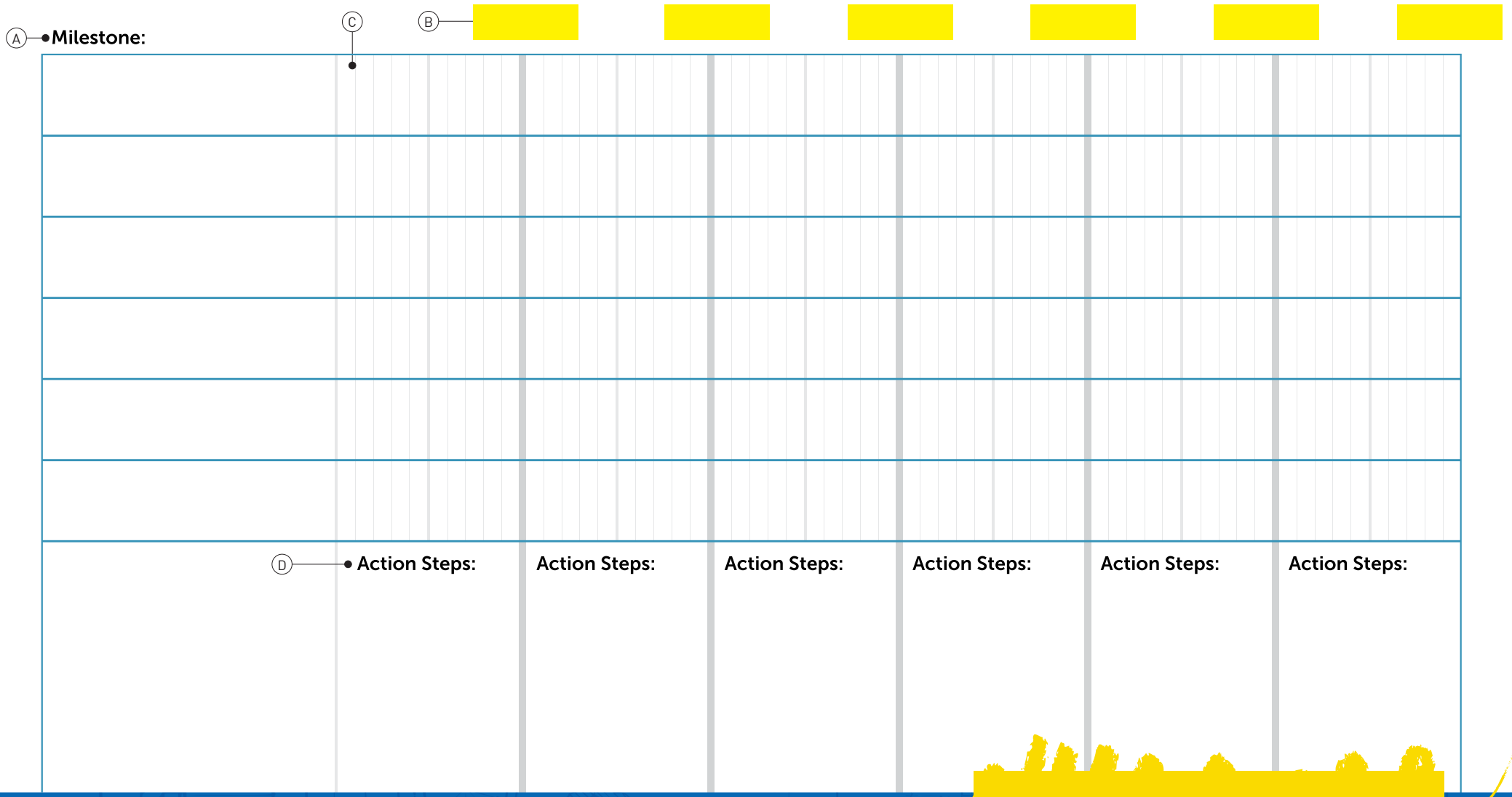
DREAM	MILESTONES	ACTION STEPS

RISKS & ROADBLOCKS

Dreaming can be risky, and sometimes you hit roadblocks. It's all part of the process! And it's important to take them in stride. Think about your dream and your milestones, and determine how you might counteract any obstacles in your path. List these below.

IT'S OK TO TAKE A BREAK

You may want to achieve your dream as fast as humanly possible, but that's just not realistic. Dreams take a lot of time and hard work. So, when you're making your schedule, remember to work in time for yourself and your loved ones. It's all about managing your time, money, and energy wisely, so use the space below to list out times or upcoming events during which you know you'll not be available to pursue this plan — and stick to it.



3. MAKE A SCHEDULE

Use this chart to plan out your action steps and milestones against time. List your action steps on the left of the chart and choose a deadline for the blanks at the top. Each milestone will be represented by a bar — fill in grid boxes along the timeline to represent the time you will spend toward that milestone. The position and length of each bar will reflect the start date, duration and end date of the milestone. This will allow you to see at a glance what your milestones are, when they begin and end, and where plans might overlap. Consider adding progress marks as you complete each step.

REMEMBER:

Life happens and dreams change. This worksheet is supposed to help you map out an initial plan with steps you can take to get closer to your goals. But if you need to change a few things and shift some deadlines around, no worries! The key is to break down your ideas and document them into tangible, manageable pieces.

Ⓐ MILESTONES

Every dream needs milestones. These are significant check-in points that mark essential progress towards whatever your dream may be. Each empty box is for a different milestone. You might need more, you might need less.

Ⓑ DATES

How long will it take to accomplish your dream? A few weeks, months, years? Create a timeline by entering in the appropriate intervals of time for your dream.

Ⓒ PROGRESS BAR

Now, begin to plan out how long each milestone will take you to complete, and which date that might happen by. Color in a progress bar to your estimations. Ideally, each milestone should have a different color progress bar.

Ⓓ ACTION STEPS

Finally, break down your milestone into steps. Which steps will you need to make to reach your own deadlines? Write those down in the boxes below and check back if you ever feel like you're losing track.