

### Meeting as Mini-Goal

Meeting as mini-goal is a technique for breaking down a large goal into smaller, more manageable steps. This allows you to track progress and stay motivated. In this case, the goal is to complete the project by the end of the month. The steps are: 1. Research the project, 2. Develop a plan, 3. Gather resources, 4. Execute the plan, 5. Review and evaluate the results. Each step is a mini-goal that can be tracked and completed.

**Step 1: Research the project.** This is the first step in the process. It involves gathering information about the project, its goals, and its requirements. This step is crucial for understanding the scope of the project and for developing a plan.

Step 2: \_\_\_\_\_

Step 3: \_\_\_\_\_

Step 4: \_\_\_\_\_

Step 5: \_\_\_\_\_

Step 6: \_\_\_\_\_

Step 7: \_\_\_\_\_

Step 8: \_\_\_\_\_

DATE	ACTION	RESULT