

# Goals: the 5Ws and 1H

Try using the 5Ws and 1H method to plan and structure your goals.

**Who**

Who will be completing this goal?

**What**

What is your goal?  
What do you want to achieve?

**Where**

Where will you complete this goal?

**When**

When will you start and when will you complete this goal?

**Why**

Why do you want to achieve this goal?  
Why is this goal important?

**How**

How will you achieve this goal?  
How will you know when you have achieved your goal?

**“Obstacles are those frightful things you see when you take your eyes off your goal.”**

**Henry Ford, Founder of Ford Motor Company**