

# **FAS Planner**

Annual Goal Companion

A Clear Path from  
Vision to Action

**Joytiva**

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# Focus • Action • Success

Setting goals can be an enjoyable and engaging process. It involves identifying what you want to achieve, outlining the necessary steps, and then putting in the effort to follow through. Understanding this process can help you create goals that are both realistic and achievable.

However, for individuals with ADHD, the goal-setting process may look different. Some may feel compelled to set too many goals, while others may find it challenging to choose which goals to focus on.

## It starts with clarity

### Welcome!

This simple goal-setting companion is designed for your yearly visioning and planning—whenever your year starts. Whether it's January 1, September 1, or the beginning of your next 12-week cycle, this tool helps you reconnect with what matters most, why it matters, and how to begin.

It's your North Star—clear, flexible, and made with ADHD brains in mind. You can work through it at your own pace, come back to it anytime, and make it your own.

👉 This companion helps you see how each 12-week cycle connects to your bigger vision—so you're not just busy, you're building something meaningful.

### 🌟 Why Is the FAS Planner Designed for 12 Weeks?

A year can feel overwhelming and abstract—especially for people with ADHD. That's why the FAS Planner is broken into 12-week sprints.

Twelve weeks is close to a quarter. Planning for just 12 weeks gives you:

- Urgency without pressure
- A built-in 1-week buffer (since a quarter is ~13 weeks)
- A better way to stay focused and reduce the ADHD challenge of "out of sight, out of mind"

Your big goals for the year still matter—but breaking them into short, focused periods makes them much more doable.

# Two Types of Goals (and Two Life Categories)

Before you start setting goals, it helps to know both what kind of goals you're working with and which part of your life they belong to.

## Two Types of Goals:

### 1. Must-Do Goals

These are the goals life demands of you—like getting a job, earning income, supporting your family, or getting a necessary certification. You may or may not feel excited about them, but they matter.

👉 If you already know what needs to happen, feel free to jump to Step 4 and start planning.

### 2. Desire-Driven Goals

These are the goals that come from your heart—things you want to do because they light you up. You might not be totally clear on what they are or how to start. That's why Steps 1–3 are designed to help you explore and connect with what truly matters to you.

## Two Areas of Life:

The FAS Planner helps you stay balanced by separating your goals and daily priorities into two categories:

### 1. Work or Academic Goals

Anything related to your job, studies, or professional growth. These are often tied to deadlines, structure, or external expectations.

## 2. Personal Life Goals

These support your health, joy, and overall well-being. Some common personal goal areas include:

- 🧠 Self-Development & Learning
- 💪 Health & Fitness
- 💰 Finances & Budgeting
- 💆 Self-Care & Grooming
- 🏠 Home Organization & Maintenance
- 🙏♀️ Spiritual Growth or Faith Practices
- 👫 Relationships & Social Life
- 🎉 Fun, Creativity & Play
- 🤝 Community & Volunteering

### ⚠️ Don't Try to Do It All

While it's helpful to review all areas of your life, you do not need to set goals in every area right now. In fact, fewer, well-chosen goals will help you:

- Stay focused
- Feel less overwhelmed
- Make real, satisfying progress
- Build confidence through momentum

💡 If everything is a priority... nothing is.

For ADHD and overwhelmed minds, simplicity and clarity are key. Focus on the 1–2 areas that truly matter this season. You can always add more later.

### No Perfect Start Date

You don't have to wait for January 1. Your new year can start any day you choose—that's why the FAS Planner is undated. Whether it's September, your birthday, or a random Tuesday, your fresh start begins when you say so.

# Step 1: Heart Check — What Do You Really Want?

This is about dreaming—not filtering or editing. Write what calls to you, without judgment.

## Prompt:

Imagine it's one year from today. What would make you feel proud, excited, or fulfilled?

Consider different areas of life:

- Personal growth & learning
- Health & wellness
- Finances & career
- Home & organization
- Relationships & connections
- Creativity or spirituality

## Questions to Explore:

- What do I daydream about?
- What would I regret not trying?
- What do I crave more of? (e.g., energy, joy, meaning, freedom)
- What keeps calling me, but I haven't started?
- Just write. No pressure to get it "right."

If you feel stuck, try writing about what you don't want anymore - sometimes it's easier to identify what we want to move away from.

**What Do You Really Want?**

**What Do You Really Want?**

## Step 2: Dig Into Your “Why”

Your “why” is the emotional fuel behind your goal. It's what keeps you going when motivation dips or things get challenging. Ask yourself: What is the “why” behind the goals or dreams I just wrote down?

### Ask Yourself:

- How will my life change if I achieve this?
- What will I feel—emotionally or spiritually?
- What does this goal align with in my values? e.g., creativity, freedom, security, growth, etc.
- What pain or frustration will this goal solve?
- What would happen if I don't pursue this?

Optional Prompt:

“Because I want to feel.....”






## Step 3: Purge & Prioritize

Let's get realistic.

You don't need to chase every goal that pops into your head. People with ADHD often overestimate time and energy. That's okay—we just need to filter. Now it's time to select the goals that matter most to you this year.

### Tips:

- Which goals would create the most positive ripple effects in other areas of your life?
- Cross out goals that don't feel urgent or meaningful.
- Postpone what's not essential this year.

 ADHD Tip: Double or triple your estimated time and energy. Be kind to your future self!

Take a moment to write out your goals. Don't worry about the details—we'll get to those in the next section.





## Step 4: Brainstorm the “How”

(This is a bridge from dreaming to planning.)

You're not making a rigid plan—just exploring options. Purpose: To explore possibilities without pressure.

**Mindset:** Open, creative, flexible.

- Brainstorms multiple ways to reach their goals
- Thinks about tools, support, and resources
- Identifies potential obstacles and strategies
- Gets ideas out of their head and onto paper
- No commitment yet—just exploration

 **Think of Step 4 as the “thinking out loud” phase.**


### Questions to Try:

- What are 3–5 ways I could start this?
- What's the smallest first step?
- Who could support me?
- What tools, books, or courses might help?
- What could go wrong—and how would I handle it?

★ Think ADHD-style: What conditions help you succeed? What routines or environments have helped you before? What has worked for me in similar situations before?

We've left space for up to 5 goals per category. These are annual goals, and while 3 is an ideal number, you can choose to set more—or fewer—depending on what feels right for you.

Use this space however it works for your brain—lists, mind maps, messy notes—whatever helps you think. Work through one goal at a time, or jot down ideas for several—it's up to you.

 This isn't the place to define your final goals—that comes next. Think of this as your goal draft zone.






# Goal Brainstorming Space

# Goal Brainstorming Space

## Step 5: Turn It Into a Goal

Now that you know the what, why, and how—it's time to bring your goal to life. Keep it exciting, achievable, and motivating.

Break it into:

-  A clear goal statement
-  3–4 key milestones
-   First steps
-  Systems, support, and celebration ideas

### **Goal Statement**

- Write your goal using positive, energizing language—focus on what you're moving toward, not just what you're avoiding.
- Make it personal and inspiring—something that sparks action.

Example format:

"By [date], I will [specific outcome] because [my why]. I'll know I'm successful when [clear result or feeling]."

### **Milestones**

What are the major waypoints between now and your goal?

- Try to set rough timeframes (e.g., by the end of Month 1, by Week 8). This helps reduce ADHD time blindness and adds structure without pressure.
- Keep it flexible—you're just giving yourself a loose map.

### **First Steps**

Start small. What can you do this week to build momentum?

- Pick one or two tiny, doable actions.
- Focus on movement, not perfection.

# Step 5: Turn It Into a Goal

## **Systems, Support & Celebration**

Systems are the routines or supports that make action easier.

Examples:

- "I'll work on this Tuesday mornings when my energy is highest."
- "I'll track progress in my planner or set weekly reminders."
- "I'll use habit stacking to link this with something I already do."
- Support helps you stay on track and feel encouraged.
- Options include:
  1. A trusted friend or coach
  2. A coworker or study buddy
  3. Online communities or ADHD accountability groups
  4. Apps or trackers with built-in reminders

**Celebration keeps your motivation high.**

**Plan how you'll acknowledge wins—big or small.**

# Step 5: Goal 1 personal

## Goal Statement

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"By ....., I will ..... because ....."  
I'll know I'm successful when .....

## Milestones

What are 3-4 big checkpoints to help track progress? Tip: Add rough timeframes like "by March," "by Week 6," etc.

- Milestone 1: .....
- Milestone 2: .....
- Milestone 3: .....
- Milestone 4: .....

## Systems & Routines

How will I make this easier to stick with? (e.g., "I'll work on this Saturday mornings," or "I'll use my planner reminders.")

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<p style="text-align: center;"><b>Celebrate Progress</b></p> <p>How will I reward myself for progress (big or small)?</p> <p style="text-align: center;">Small Win:</p> <p>-----</p> <p style="text-align: center;">Goal Complete:</p> <p>-----</p> <p style="text-align: center;">How I'll Celebrate Success:</p> <p>-----</p>
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<p style="text-align: center;"><b>Support</b></p> <p style="text-align: center;">Who or what will help me stay on track? (Friends, accountability groups, online tools, mentors)</p>
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Don't feel pressured to fill out every goal slot. Focus on what truly matters right now.  
You can always come back and add more later.

# Step 5: Goal 2 personal

## Goal Statement

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"By ....., I will ..... because ....."  
I'll know I'm successful when .....

## Milestones

What are 3-4 big checkpoints to help track progress? Tip: Add rough timeframes like "by March," "by Week 6," etc.

- Milestone 1: .....
- Milestone 2: .....
- Milestone 3: .....
- Milestone 4: .....

## Systems & Routines

How will I make this easier to stick with? (e.g., "I'll work on this Saturday mornings," or "I'll use my planner reminders.")

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<p style="text-align: center;"><b>Celebrate Progress</b></p> <p>How will I reward myself for progress (big or small)?</p> <p style="text-align: center;">Small Win:</p> <p>-----</p> <p style="text-align: center;">Goal Complete:</p> <p>-----</p> <p style="text-align: center;">How I'll Celebrate Success:</p> <p>-----</p>
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<p style="text-align: center;"><b>Support</b></p> <p style="text-align: center;">Who or what will help me stay on track? (Friends, accountability groups, online tools, mentors)</p>
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Don't feel pressured to fill out every goal slot. Focus on what truly matters right now.  
You can always come back and add more later.

# Step 5: Goal 3 personal

## Goal Statement

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"By ....., I will ..... because ....."  
I'll know I'm successful when .....

## Milestones

What are 3-4 big checkpoints to help track progress? Tip: Add rough timeframes like "by March," "by Week 6," etc.

- Milestone 1: .....
- Milestone 2: .....
- Milestone 3: .....
- Milestone 4: .....

## Systems & Routines

How will I make this easier to stick with? (e.g., "I'll work on this Saturday mornings," or "I'll use my planner reminders.")

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<p style="text-align: center;"><b>Celebrate Progress</b></p> <p>How will I reward myself for progress (big or small)?</p> <p style="text-align: center;">Small Win:</p> <p>-----</p> <p style="text-align: center;">Goal Complete:</p> <p>-----</p> <p style="text-align: center;">How I'll Celebrate Success:</p> <p>-----</p>
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<p style="text-align: center;"><b>Support</b></p> <p style="text-align: center;">Who or what will help me stay on track? (Friends, accountability groups, online tools, mentors)</p>
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Don't feel pressured to fill out every goal slot. Focus on what truly matters right now.  
You can always come back and add more later.

# Step 5: Goal 1 professional

## Goal Statement

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"By ....., I will ..... because ....."  
I'll know I'm successful when .....

## Milestones

What are 3-4 big checkpoints to help track progress? Tip: Add rough timeframes like "by March," "by Week 6," etc.

- Milestone 1: .....
- Milestone 2: .....
- Milestone 3: .....
- Milestone 4: .....

## Systems & Routines

How will I make this easier to stick with? (e.g., "I'll work on this Saturday mornings," or "I'll use my planner reminders.")

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<p style="text-align: center;"><b>Celebrate Progress</b></p> <p>How will I reward myself for progress (big or small)?</p> <p style="text-align: center;">Small Win:</p> <p>-----</p> <p style="text-align: center;">Goal Complete:</p> <p>-----</p> <p style="text-align: center;">How I'll Celebrate Success:</p> <p>-----</p>
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<p style="text-align: center;"><b>Support</b></p> <p style="text-align: center;">Who or what will help me stay on track? (Friends, accountability groups, online tools, mentors)</p>
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Don't feel pressured to fill out every goal slot. Focus on what truly matters right now.  
You can always come back and add more later.

# Step 5: Goal 2 professional

## Goal Statement

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"By ..... I will ..... because ....."

I'll know I'm successful when .....

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## Milestones

What are 3-4 big checkpoints to help track progress? Tip: Add rough timeframes like "by March," "by Week 6," etc.

- Milestone 1: .....
- Milestone 2: .....
- Milestone 3: .....
- Milestone 4: .....

## Systems & Routines

How will I make this easier to stick with? (e.g., "I'll work on this Saturday mornings," or "I'll use my planner reminders.")

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<p style="text-align: center;"><b>Celebrate Progress</b></p> <p>How will I reward myself for progress (big or small)?</p> <p style="text-align: center;">Small Win:</p> <p>-----</p> <p style="text-align: center;">Goal Complete:</p> <p>-----</p> <p style="text-align: center;">How I'll Celebrate Success:</p> <p>-----</p>
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Don't feel pressured to fill out every goal slot. Focus on what truly matters right now.  
You can always come back and add more later.

# Step 5: Goal 3 professional

## Goal Statement

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"By ..... I will ..... because ....."

I'll know I'm successful when .....

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## Milestones

What are 3-4 big checkpoints to help track progress? Tip: Add rough timeframes like "by March," "by Week 6," etc.

- Milestone 1: .....
- Milestone 2: .....
- Milestone 3: .....
- Milestone 4: .....

## Systems & Routines

How will I make this easier to stick with? (e.g., "I'll work on this Saturday mornings," or "I'll use my planner reminders.")

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<p style="text-align: center;"><b>Celebrate Progress</b></p> <p>How will I reward myself for progress (big or small)?</p> <p style="text-align: center;">Small Win:</p> <p>-----</p> <p style="text-align: center;">Goal Complete:</p> <p>-----</p> <p style="text-align: center;">How I'll Celebrate Success:</p> <p>-----</p>
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<p style="text-align: center;"><b>Support</b></p> <p style="text-align: center;">Who or what will help me stay on track? (Friends, accountability groups, online tools, mentors)</p>
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Don't feel pressured to fill out every goal slot. Focus on what truly matters right now.  
You can always come back and add more later.

# Step 5: Goal (extra page)

## Goal Statement

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"By ..... I will ..... because ....."

I'll know I'm successful when .....

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## Milestones

What are 3-4 big checkpoints to help track progress? Tip: Add rough timeframes like "by March," "by Week 6," etc.

- Milestone 1: .....
- Milestone 2: .....
- Milestone 3: .....
- Milestone 4: .....

## Systems & Routines

How will I make this easier to stick with? (e.g., "I'll work on this Saturday mornings," or "I'll use my planner reminders.")

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### Celebrate Progress

How will I reward myself for progress (big or small)?

Small Win:

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Goal Complete:

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How I'll Celebrate Success:

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### Support

Who or what will help me stay on track?  
(Friends, accountability groups, online tools, mentors)

Don't feel pressured to fill out every goal slot. Focus on what truly matters right now.  
You can always come back and add more later.

# Goals Are a Work in Progress

Your goals aren't set in stone—they're a living work in progress. Life changes. You change. And that means your goals might need to shift, too.

## ✦ **Review. Recalibrate. Recommit.**

- Review your goals regularly. Are they still aligned with what matters to you?
- Recalibrate as needed. If something's not working, adjust it. That's not failure—it's smart self-leadership.
- Recommit with flexibility. Progress isn't linear. Every restart is a success.

## 👁️ **Keep Your Goals in Sight**

- Out of sight = out of mind is a real ADHD challenge. That's why visibility is key.
- Your FAS Planner helps keep your 12-week goals front and center—but don't forget your big-picture goals too:
- ·Post your yearly or life goals somewhere visible (planner pocket, bulletin board, phone wallpaper, etc.)
- ·Revisit this Annual Goal Companion at the start of each 12-week cycle to refresh your direction
- ·Remind yourself why you chose these goals and what they mean to you

♥ You don't need perfect discipline—just consistent visibility and gentle course correction.

Thank you for choosing the FAS Planner system. Wishing you clarity, momentum, and joy in pursuing what matters most to you.

For more ADHD-friendly planning tips and support join our community at [Joytiva.com](https://Joytiva.com)