How To Set and Achieve Better Goals with Sarah Duran

with Sarah Duran · Hosted by Kathi Burns, CPO®, Business FLOW Strategist

Project manager and solopreneur coach Sarah Duran says long-term SMART goals with numbers and hard deadlines often trick people into thinking they know what life will look like in six months or a year.

- [ ] Write down what success would look and feel like this year instead of picking a number.
- [ ] Set your next milestone no more than six months out, and break it into quarterly milestones.
- [ ] Plan only within the current quarter, then revisit the plan at the next one.
- [ ] Give each goal a timeline rather than a hard deadline.
- [ ] Block daily, weekly, monthly, quarterly and annual planning time on your calendar.
- [ ] Before you change anything in your business, get clear on what you need from it.
- [ ] List your own strengths, traits and preferences, and check whether your business fits them.
- [ ] Build a network of peers you can refer people to when you aren't the right fit.
- [ ] Put shared calendars and inboxes in one place so you aren't logging in and out of accounts.

©2026 Add Space To Your Life · This checklist is for personal use; share the episode link rather than the file.