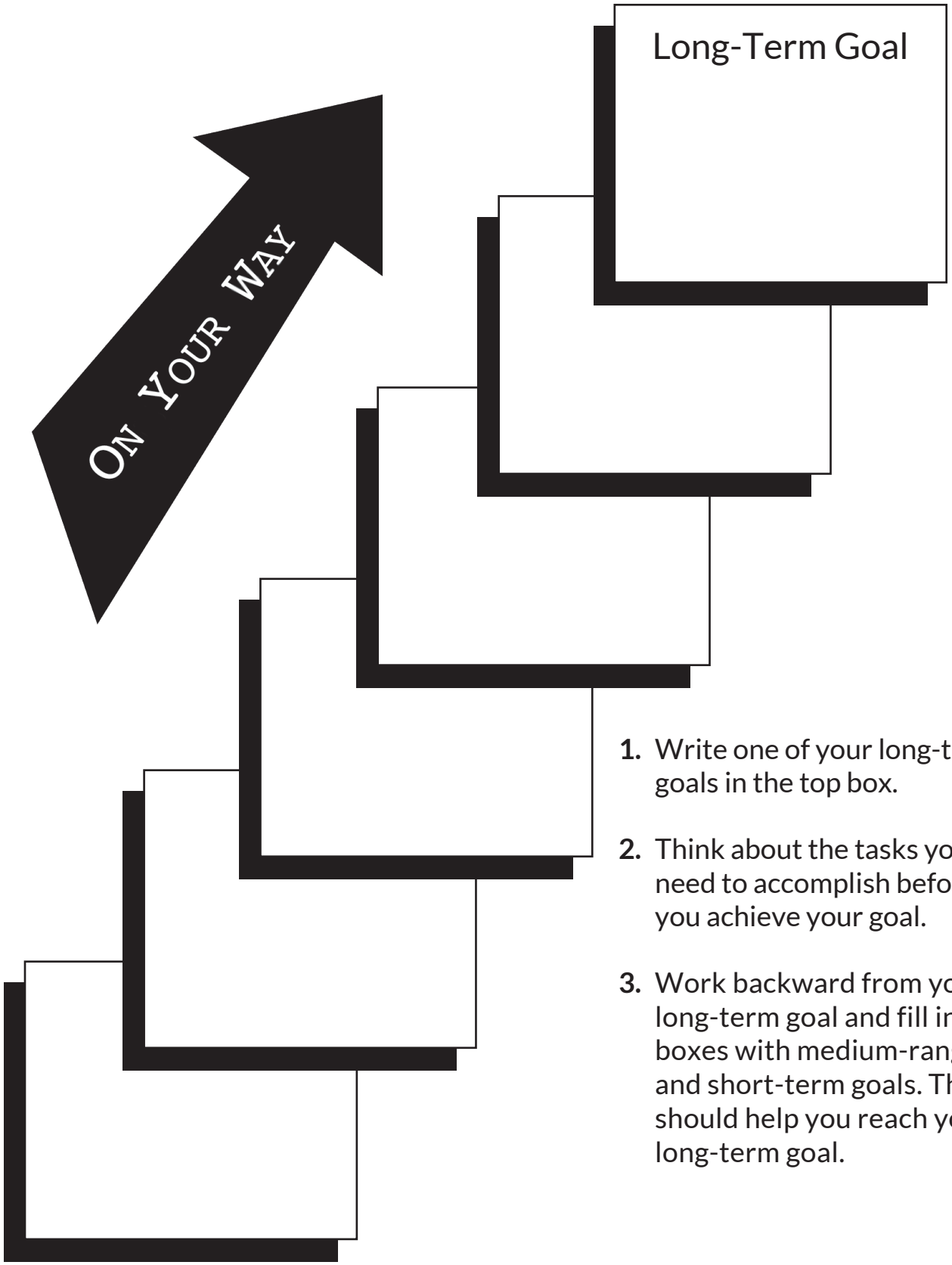

1. Write one of your long-term goals in the top box.
2. Think about the tasks you need to accomplish before you achieve your goal.
3. Work backward from your long-term goal and fill in the boxes with medium-range and short-term goals. These should help you reach your long-term goal.

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