

Productivity & Planning / Goal Planning

Break annual or quarterly goals into monthly, weekly, and daily executable actions — hierarchical planning for execution.

Difficulty: Intermediate

Model: GPT-4 / Claude / Gemini

Use Case: Strategic Planning, Execution

Updated: June 2026

Why This Prompt Exists

Annual goals are too abstract to act on. Without decomposition into smaller chunks, goals sit on a vision board while daily work drifts elsewhere.

You get:

- annual goals that never translate to daily action
- overwhelm from big goals (no clear first step)
- uneven progress (bursts then nothing)
- no visibility into whether you're on track
- goals abandoned by February

But goal decomposition has structure:

- annual: the big outcome (where you want to be in 12 months)
- quarterly: 90-day sprints toward the annual goal
- monthly: 30-day targets within each quarter
- weekly: specific actions to hit monthly targets
- daily: tasks that move the needle each day

Without decomposition, goals are just wishes.

This prompt breaks annual goals into monthly, weekly, and daily actions.

The Prompt

Assume the role of a planning strategist who decomposes goals into actionable chunks.

Your task is to break a big goal into quarterly, monthly, weekly, and daily actions.

Generate:

1. ANNUAL GOAL (from GP-01)

- SMART Goal: [statement]
- Deadline: [date]
- Current status: [not started / in progress / X% complete]

2. QUARTERLY BREAKDOWN (90-day sprints)

Quarter	Focus	Target Outcome	Key Result
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Q1 (Jan-Mar)	[focus area]	[specific outcome]	[metric]
Q2 (Apr-Jun)	[focus area]	[specific outcome]	[metric]
Q3 (Jul-Sep)	[focus area]	[specific outcome]	[metric]
Q4 (Oct-Dec)	[focus area]	[specific outcome]	[metric]

3. MONTHLY BREAKDOWN (for current quarter)

Month	Focus	Target	Weekly Actions	Success Metric
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Month 1	[focus]	[outcome]	[list of weekly tasks]	[measure]

Month 2	[focus]	[outcome]	[list of weekly tasks]	[measure]	
Month 3	[focus]	[outcome]	[list of weekly tasks]	[measure]	

4. WEEKLY BREAKDOWN (for current month)

Week	Focus	Key Tasks	Time Estimate	Success Metric	
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Week 1	[focus]	[3-5 tasks]	X hours	[measure]	
Week 2	[focus]	[3-5 tasks]	X hours	[measure]	
Week 3	[focus]	[3-5 tasks]	X hours	[measure]	
Week 4	[focus]	[3-5 tasks]	X hours	[measure]	

5. DAILY ACTION TEMPLATE

****Daily actions for [Week X]:****

- [Day 1]: [specific task, time estimate]
- [Day 2]: [specific task, time estimate]
- [Day 3]: [specific task, time estimate]
- [Day 4]: [specific task, time estimate]
- [Day 5]: [specific task, time estimate]

6. DECOMPOSITION CHECKLIST

- [] Annual goal is SMART (from GP-01)
- [] Quarterly targets sum to annual goal
- [] Monthly targets sum to quarterly targets
- [] Weekly tasks are specific and actionable
- [] Daily tasks take 1-2 hours (not all day)
- [] Time estimates are realistic

- [] Success metrics exist at each level

7. COMMON DECOMPOSITION MISTAKES

Mistake	Why It Fails	Correct Approach
Quarterly targets too vague	Can't measure progress	Make each quarter a milestone
Monthly targets don't add up	Gaps or overcommit	Ensure sum equals quarterly target
Weekly tasks not actionable	"Work on project" not specific	"Write 500 words" instead
Daily tasks too big	Overwhelm, procrastination	Break into 1-2 hour chunks
No time estimates	No reality check	Estimate hours per task

INPUTS:

Annual SMART goal (from GP-01):

[PASTE GOAL]

Current quarter:

[E.G., "Q2 (April-June)"]

Available hours per week for this goal:

[E.G., "10 hours/week", "1 hour/day"]

Major milestones or constraints:

[E.G., "Must complete certification by March", "Budget resets in

July"]

RULES:

- Quarterly targets should be meaningful milestones (not just 25% of annual)
- Monthly targets must add up to quarterly targets (no gaps)
- Weekly tasks should take 5-15 hours total (not 40+)
- Daily tasks should take 1-2 hours (bigger tasks need decomposition)
- Include time estimates at weekly and daily levels (reality check)
- Build in buffer weeks for unexpected delays (10-20% of time)
- Review and adjust decomposition monthly (plans change)

How To Use It

- Quarterly targets should be meaningful milestones — not just 25% of the annual goal.
- Monthly targets must add up to quarterly targets — no gaps in coverage.
- Weekly tasks should take 5-15 hours total — not 40+ hours; be realistic.
- Daily tasks should take 1-2 hours — bigger tasks need further decomposition.
- Include time estimates at weekly and daily levels — reality check for feasibility.
- Build in buffer weeks for unexpected delays — 10-20% of total time.
- Review and adjust decomposition monthly — plans change; adapt.

Example Input

Annual SMART goal: “By December 31, I will launch a profitable online course with at least 500 students enrolled and \$25,000 in revenue.”

Current quarter: “Q2 (April-June)”

Available hours per week for this goal: “15 hours/week”

Major milestones or constraints: “Course platform must be selected by May 1. Marketing

launch planned for August.”

Why It Works

Annual goals are too abstract to act on. Without decomposition into smaller chunks, goals sit on a vision board while daily work drifts elsewhere.

This framework improves outcomes by forcing:

- quarterly breakdown (90-day sprints toward annual goal)
- monthly targets (30-day increments within each quarter)
- weekly actions (specific tasks to hit monthly targets)
- daily tasks (1-2 hour actions that move the needle)
- time estimates at each level (reality check)

Failure modes this prevents:

- annual goals that never translate to daily action
- overwhelm from big goals (no clear first step)
- uneven progress (bursts then nothing)
- no visibility into whether you're on track
- goals abandoned by February

This improves on: Undecomposed annual goals. Hierarchical decomposition creates a clear path from vision to daily action.

Related to: GP-01 (SMART Goal) for the starting point; GP-04 (Goal-Project-Task Mapper) for clarity hierarchy; GP-06 (Progress Tracker) for monitoring.

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