

# Welcome to Your Dream-to-Done Checklist

## A Companion Resource from Trusted Tour Guide Annie

**You've taken the first step — now let's keep the momentum going.**

This checklist is designed to walk you through the 5 most important stages of turning a meaningful dream into a tangible result — whether that dream is a business, a legacy project, a personal mission, or something entirely your own.

Each section corresponds to a stage we covered in Episode 2 of Trusted Tour Guide Annie: “From Dream to Done – Make It Real, No Matter the Milestone.”

### WHAT YOU'LL FIND:

- 6 interactive, fillable sheets
- Space for notes, action items, and reflections
- Bite-sized prompts to move you forward — not overwhelm you

### HOW TO USE IT:

- Move through one sheet at a time — no rush.
- Type directly into each fillable section.
- Revisit as your project grows and evolves.
- Print it out if you're a paper-and-pen person — it works both ways.

### PRO TIP:

Download the checklist and keep it handy — on your desktop, in your favorite folder, or inside a project binder.

### NEED A REFRESHER?

Watch Episode 2 again at:

[www.YouTube.com/@TrustedTourGuideAnnie](https://www.YouTube.com/@TrustedTourGuideAnnie)

### QUESTIONS OR WINS?

Share your progress or tag me on social! I love seeing what you're building.



**Trusted Tour Guide Annie**  
**YouTube Channel - Episode 2**  
**From Spark to Start: Your Milestone Momentum**  
**ChecklistChecklist**

**Step 1: Name It + Claim It**

·Write your dream down — no editing, no overthinking.

·Say it out loud to someone you trust. Write down who you told and if they had any ideas to help you achieve your goal.

Create a simple phrase or name for your milestone (e.g., Super Bowl 2026, Grandma's Cookbook, Our Home Project).



## Step 2: Sketch the Dream

List out the pieces involved in your dream (time, money, help needed, space, etc.).

Sketch a loose timeline or phases (Now / Next / Later).

Identify any knowledge gaps — what do you need to learn or look up?



### **Step 3: Pick Your Tools**

Choose one tool or platform to support your project (e.g., systeme.io, Pinterest, Google Docs).

·Create a folder or physical notebook to collect all your ideas.

·Set a recurring time on your calendar to check in on this project weekly.



## Step 4: Take the First Tiny Step

Buy a domain, download a template, or book a discovery call.

Start a digital or physical inspiration board.

Set a goal for this week — even if it's just 10 minutes of research or reflection.



## Reconnect with Why It Matters

Ask yourself: Why does this dream matter to me?

Write down how you'll feel once it's real.

Identify one person you'd love to share it with — this makes it real and relational



## Keep the Momentum

Set a 30-day intention for this project.

Tell a friend or accountability partner.

Print this checklist and post it where you'll see it daily.

### **Bonus:**

Jot a few lines about your story — what you'd want someone to know. (Hint: That's a preview for next week!)

