



Goal Setting Worksheet

1. Write a general description of the goal:

2. Why this goal meaningful to me:

3. Describe exactly what you see when you imagine yourself achieving the goal:

Be specific and use as many adjectives as possible. (color, location, type, style etc.)

4. Write the measurable number and label of your goal: _____

5. Due date: _____

6. Calculate exactly how much time you actually have to complete this goal. Take into account vacation and breaks. Also give your self a cushion in case an unexpected event happens.

_____ Days _____ Weeks _____ Month Is this goal the right size? Yes or No

7. Write out your goal in the correct format: **THIS IS YOUR NEW GOAL!**

- Start with the pronoun "I"
- Written it in the present tense
- Include specifics, a measurable quantity and a due date

8. List the locations you have posted your goal:

9. Write a schedule of when you will measure your progress:

| Date: | What you will measure: | Where you will record your progress: |
|-------|------------------------|--------------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

10. List your accountability partners and when you will check in with them:

| | Name | Check-in Schedule |
|----|-------|-------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

11. What does the accomplishment of this goal mean to me?

Planning Worksheet

Write the specific steps you need to take to make this goal a reality:

| Start Date / End Date | Action Required | Outcome Desired |
|-----------------------|-----------------|-----------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |
| 9. | _____ | _____ |
| 10. | _____ | _____ |