

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.	_____	