

Goal Setting Worksheet

It is a good practice to schedule time to ponder and reflect on the “why” of our doing, how we are spending our precious time and look at the tasks and activities we add to our “to-do” lists.

The “why” is worthy of our reflection. If we don’t have a grasp and an understanding of that, then our motivation and purpose for our activities will not be there in full force to support our actions.

The consideration of how we are spending our time can, many times, encourage us to stop a certain activity or rethink the commitments we make.

When creating the lengthy “to-do” lists that seem to be used to reflect on what isn’t getting done, try to find activities or tasks that *really* don’t need your attention, could be done by someone else or may not even need to be done at all!

When we operate out of routine or let whatever crisis erupts manage our lives and our time, then we are operating out of passive reaction.

Taking the time to reflect on what it is you really want to create, makes it possible to know what activities and tasks will move you down the path to achievement. It also makes it more possible to consider what really needs your attention.

1. Make an appointment with yourself and pencil it in on your calendar.
2. Find a quiet place for reflection – a place where you won’t be interrupted or distracted.
3. Be sure to have paper and pens or iPad or laptop for note taking.

Brainstorming:

Brainstorm your goal ideas. Do this without judging or deciding whether this goal is achievable or is remotely possible. Make a long list. Put big and small things on your list.

Fill up a sheet of paper.

CIRCLE 5 of your ideas as possible goals. Be sure these things excite you and inspire you.

List all the things you want to BE, DO and HAVE in the next year.

List everything you don’t want to BE, DO and HAVE in the next year.



Refining

If your goals are not inspiring, it will be a tough ride. Let's check your 5 identified goals before going further.

Write the top 5 Goals you MAY want to work with:	What would achieving this goal do you YOU? How will you feel? What will be different?	How exciting is this goal? On a scale of 1 – 10.
1.		
2.		
3.		
4.		
5.		

If your Excitement Score is 8 or more, congratulations! You have created great goals. If your Excitement Score is less than 8, take some time to reflect on what would make that goal's score higher before continuing. Be honest with yourself!

Set Your Goals

Now choose your 3 top goals. The best goals are:

- **Aligned with your values:** the more your goals align with your core values, the *easier* they will be to achieve. Trust your intuition here.
- **Stated in the positive:** Focus on what you really want. For instance: "I want healthy lungs" rather than "I want to stop smoking". Stated in this way, you now have a positive visual to work toward rather than a constant reminder of what you don't want.
- **Specific:** The more concrete and specific you are when stating your goals, the easier it will be to keep moving in the direction of achievement.



Write the 3 Goals that you WILL work with: If you don't achieve a goal, what would be the effect?	Why bother? What outcome are you looking for? WHY do you want this goal? How will it benefit you?	When will you achieve it? Choose a date that inspires you not one to beat yourself up with...	How will you know you've achieved your goal? What will tell you that you have met the goal?
1.	<ul style="list-style-type: none"> • • • 	00/00/0000	<ul style="list-style-type: none"> • • •
2.	<ul style="list-style-type: none"> • • • 	00/00/0000	<ul style="list-style-type: none"> • • •
3.	<ul style="list-style-type: none"> • • • 	00/00/0000	<ul style="list-style-type: none"> • • •

Preparing for Success:

1. Success Accelerators:

What can I start doing now to start my focus on each of these 3 goals:

What can I stop doing or do less of that will help me achieve these 3 goals?

2. Crush those obstacles:

What could get in the way of achieving each of these 3 goals?

If you were going to sabotage yourself in the accomplishment of these goals, what would you do?



3. What good advice could you give yourself to make sure you accomplish these goals?

Taking Action:

What is one thing that you will do for each goal in the next month?
The first step is the hardest! Break the actions down into smaller steps until you see that you can commit 100%. If you think you can do more than one action that is great, but there must be at least ONE action that you are willing to take.

Goal 1: ACTION

Goal 2: ACTION

Goal 3: ACTION

Support and Commitment:

Who is there to help and support you? Who is on your cheerleading team?
Be specific on how they already or could support you.

1. Who? HOW

2. Who? HOW

3. Who? HOW

How will you have to show up in order to achieve these goals?

I _____ am committed to achieve my goals because _____

Complete this summary sheet and either post it somewhere where you can see it often.

