



THE ULTIMATE GOAL SETTING WORKSHEET



Step 1

Clearly Define Your Goal

Think about “a bigger than average thing” you want to accomplish as a personal or professional goal. What will change when you achieve this goal? How will achieving this goal affect your life? Why does it matter to you?





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Step 2

Explore Your Obstacles

Start a list of everything you think could stop you from achieving this goal —just make a big list of internal and external barriers— under the “IF” column. When you finish the list of obstacles, take some time to write your “THEN” column (if that happens, then I will do this).

IF

THEN





Step 3

Refine Your Goal

Revisit how you defined your goal in Step One and refine it as needed. You may discover what you've set out initially isn't quite right —and that's okay. Maybe you realize it's not big enough. Or, it's too big and could be two goals. Goal setting isn't a result in itself. It's about figuring out the results you want, so what you write isn't set in stone. Rethink it, rewrite it and take some time to reflect. When you do you'll feel more confident in your goals.



Step 4

Make it S.M.A.R.T

You can take any goal and make it SMART. This process helps to give your ideas more purpose and direction by giving you some criteria as a framework to help you achieve your goals. Answering these questions honestly can help you to refine your goal so that it is something you can realistically accomplish.

S

Specific

Is your goal clearly defined, specifying the desired outcome, the responsible party and the available resources that can be utilized to achieve it?

M

Measureable

How will you know when you achieve your goal? You should be able to define how many, how much, or how often to give your goal some metrics.

A

Achievable

What makes this achievable? Is it likely that you can achieve this goal given the supports and resources available to you? If not, rewrite the goal.

R

Relevant

How important is this goal to you personally or to your work and why does it matter? What difference will this goal make in your life? Write that stuff down —when it feels tough to reach your goal, rereading the relevance might get you back on track.

T

Timely

What is your target to complete this goal? Is it realistic to achieve? Remember that while a stretch goal can be motivating, if the time frame is too challenging it can be demotivating and if the time frame is too far out, you'll lose momentum.

**Step 5****Break it Down and Make Your Action Plan**

Go over your goal and create a list of action items here. Be sure to add timelines and, if others are involved, be clear about who has to deliver what and when.

What?

(With a timeline)

Who?

(Is responsible)

When?

(Deadline)

