GOAL SETTING WORKSHEET

Turn a big idea into a clear, achievable plan.

Name: _____ **Date:** _____

01 MY MAIN GOAL

What is one specific result I want to achieve?

02 WHY THIS MATTERS

How will reaching this goal improve my work or life?

03 MAKE IT MEASURABLE

How will I know I have achieved it? Include a number or clear result.

Target completion date: _____ **My first step starts on:** _____

Tip: Choose a goal you can realistically make progress on this week.

GOAL SETTING WORKSHEET

Break your goal into actions you can actually take.

04 MY ACTION PLAN

Write down the next three steps, starting with the easiest useful action.

1 **Action:**

2 **Action:**

3 **Action:**

05 WHAT MIGHT GET IN MY WAY?

Identify a challenge and one practical way to handle it.

Possible obstacle:

My solution:

06 CHECK IN AND CELEBRATE

When will I review my progress, and how will I recognize a win?

Weekly review day:

How I will celebrate:

My commitment to myself:

I will focus on progress, not perfection, and take one step at a time.