

# Goal Setting Worksheet



At the beginning of each year, most people set a New Year Resolution. For most, it is long forgotten, after a month and for some it's forgotten after just a week or so. This is sad but true.

The majority of us set resolutions, while **successful people set goals and put a plan in place** to achieve those goals.

The purpose of this worksheet is to share with you what I have learned over many years of studying and reading about how to set and achieve your goals every time. This is by no means comprehensive. It is meant to be somewhat of a crib sheet to get you started on your path to goal setting and achievement.

*A few things to know before you begin.*

- 1) Goals **must be written**.
- 2) You **need a deadline**. Imagine if you played baseball but never knew where home plate was. It'd be kind of difficult to score a run. **Giving yourself a deadline gives you a target to aim at.**
- 3) You must put a **strategy** in place to achieve your goal. This will serve as your roadmap to get to the finish line.
- 4) It helps to **set waypoints** to help assess your progress.
- 5) Goals must be **written in the present tense**. "I am" rather than "I will", or "I want to."
- 6) You need a **compelling reason** to achieve your goal.
- 7) Your goal must be **specific**. "I will lose weight," is not specific. "I will lose 20 pounds and fit into a size medium and feel comfortable in my own skin" is very specific.
- 8) You should **read your goals out loud every day**.
- 9) **Be accountable** for your goals by sharing them.

Example:

I will lose 20 pounds by April 1<sup>st</sup>. I will wear a size medium shirt and lose 1.5 inches in my waistline. I'll have a 6 pack and will enjoy eating healthy foods on a regular basis. I am now healthier and no longer need to take high blood pressure medicine.

# Goal Setting Worksheet



Use this worksheet for **each goal** you have. Then make a list of your goals that you keep on your night stand, in your wallet, or posted in various places around your home so you can read them every day and stay focused. Our thoughts become our words and our words become our actions. If you don't believe that, consider the thoughts you have about yourself that have you where you are right now.

## MAKE IT HAPPEN IN 2016!!!

Goal (remember to be specific and use "I am" statements)

---

---

Date to achieve by \_\_\_\_\_

The reason this is important (must be compelling) \_\_\_\_\_

---

---

---

**What** you must achieve each quarter to get to your goal (waypoints). These dates may be different for you based on your target date. For simplicity purposes and as an example, I am using One Year as the Target.

By March 31 \_\_\_\_\_

By June 30 \_\_\_\_\_

By September 30 \_\_\_\_\_

## Strategy

What I must do each month \_\_\_\_\_

What I must do each week \_\_\_\_\_

What I must do each day \_\_\_\_\_

I am accountable to \_\_\_\_\_

Sign your name \_\_\_\_\_