



Targeted Goal Setting Worksheet (Part 1)

In order for you to make your goals happen, you've got to get specific about what you want, why you want it, and what you're going to do to get it. This worksheet shows you how to get laser focused on your goals, so you can get the results you're looking for!

State exactly what your end goal is or what it is you want to accomplish.

What goal do you want to accomplish?

[Blank area for writing the goal]

Why is this goal important to you?

[Blank area for writing why the goal is important]

What do you need to accomplish this goal?

[Blank area for writing what is needed to accomplish the goal]

What obstacles might you face while going after this goal?

[Blank area for writing potential obstacles]

How are you going to gauge if you're making progress?

How much _____ or how many _____ do you need to accomplish your goal?

[Blank area for writing how to gauge progress]



How will you know when you've achieved this amount?

Is there anything that could possibly get in your way and prevent you from reaching your goal? Let's clear those obstacles now.

Is your goal attainable in the time frame given?

- Yes, as long as I work on it daily I should have no trouble achieving my goal.
- No. After careful consideration, I need to rework the goal so that it is attainable.

Are you able to complete the required tasks in the time frame?

- Yes, if I work on my tasks daily I should complete them within the time frame.
- No. I think they are a little overwhelming. I will break them down into more achievable steps.

Can you achieve your goal? Do you have all the assets and resources you need to be successful?

Is your goal realistic?

- Yes, while it may not be easy, it is possible to reach my goal.
- No. After careful consideration, I think I may need to rework it a little.

Is it relevant to your overall life goals?

- Yes, this goal will bring me one step closer to achieving my life goal.
- No. After careful consideration, I think I need to create a different goal.

Set a date of when you plan to have your goal completed. Set smaller mini-goals in between so you can track your progress. Celebrate each achievement with a reward. Just make sure the reward does not sabotage the goal.

- When will you complete your goal?



NOTES

