



Targeted Goal Setting Checklist

Goal _____ Deadline: _____

- I have been specific in what goal I plan to accomplish and why I want to accomplish it.
- I have been very clear about what specific actions I will take.
- My goal will challenge me.
- My goal is something I want to accomplish for myself, not for anyone else.
- I have identified the indicators that will tell me when I've reached each milestone and my final target goal.
- I have created a plan for how I will reach each milestone.
- I have used numbers or values so I can track my progress.
- My goal is realistic.
- My goal is within my reach.
- My goal requires me to invest my time, energy and effort to reach it.
- I have resources in place to keep me motivated when I'm feeling frustrated.
- I have documented my "WHY" in detail.
- I have listed the benefits I will see once I've reached my goal.





- My goal fits with my future plans.
- Now is the right time to start this goal.
- I have plans in place to help keep me motivated when I get frustrated.
- I have set a deadline for reaching my goal.
- My goal is achievable by the deadline, if I stay focused and motivated.
- My goal is doable even with the other commitments I currently have.
- I have a plan for overcoming any obstacles that get in my way.
- I have my milestones in place.

