

# Setting Your Goals

Succeed on Purpose

*YOU go after something YOU want! Complete this worksheet to help set your goals and sort out the details to making them happen!*

## Planning Stage

Long-Term Goals (1+ years):

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Short-Term Goals (0-12 months):

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### What's Most Important?

List your three most important goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Breaking It Down!

Steps to complete one goal:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### When Do I Start?

Write down a kickoff date and date to accomplish for each action.

	Start Date	End Date
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

### How will you reward yourself?

After each short-term goal is met?

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After each long-term goal is met?

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## Goal Details

### What Could Get in My Way?

List some obstacles to accomplishing your goals: \_\_\_\_\_

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### What Actions Do I Take to Meet My Goals?

How can you overcome obstacles?

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What resources will you need?

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### Who Can Help Me?

List family members, friends, and coworkers who can help you meet your goals:

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## How Is Your Goal SMART?

**S(pecific)** \_\_\_\_\_

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**M(easurable)** \_\_\_\_\_

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**A(ccountable)** \_\_\_\_\_

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**R(ealistic)** \_\_\_\_\_

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**T(ime-based)** \_\_\_\_\_

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## Benefits of goal setting:

- 1. It clearly specifies what is to be achieved either in the long term or short term.** Having a target is important to achieve anything because you know in which direction you are going. Clearly specifying what is to be achieved will give you movement in your life, purpose, and something to work towards instead of becoming stagnant in life.
- 2. It defines a plan of action that can be taken to achieve your goals.** A major goal may seem overwhelming, but when you break it down into steps the actions don't seem so daunting. A personal map can help you clearly see not just the end result, but the journey it will take you to get there.
- 3. It acts as a schedule and reminder along the way to see how well you are doing as you move toward your chosen goals.** If you don't set deadlines and reminders for yourself along the way, important goals can fall along the wayside as you have a lot of other things going on in your life. Without constant check-ins on your achievements, there is no way to know how you are progressing.
- 4. It defines your own personal point of success.** You define success very differently than anyone else, so why not achieve points of success that are personal to you. When you are achieving success that is important to you, it motivates you much more because it is your personal achievements that you care about. Set goals that are important to you, so that you enjoy the journey and can feel a strong sense of achievement when you accomplish them.
- 5. It tells you when it is time to reset goals to maintain motivation.** Resetting your goals every once in a while is helpful when your life journey has changed, your life motives have changed, or when you have achieved one or more of your goals. This will allow you to rethink end results that you would like to see happen in your life.



"Pearls Before Swine" Comic Strip

## Successful goal setting can include:

- ✓ Write out your goals.
- ✓ Have your goals in a place where you can see them every day.
- ✓ Identify obstacles to achieving your goal.
- ✓ Prioritize your goals.
- ✓ Be realistic if your goals are long-term or short-term.