



# **GOAL SETTING WORKBOOK**

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# Basic Goal Setting

# F.A.C.E.F.E.A.R

### Long-Term Goals (10 years):

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### Short-Term Goals (5 years):

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### Immediate Goals (within the next 24 months):

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#### **Prioritize!**

List your three most important goals:

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

#### **What Could Get in My Way?**

List some obstacles to accomplishing your goals:

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How can you overcome these obstacles? \_\_\_\_\_

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#### **What Actions & Resources will I need to Meet My Goals?**

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#### **Who Can Help Me?**

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

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#### **When Do I Start?**

Write down a kickoff date for taking action. Indicate when you hope to accomplish the goal:

GOAL	Start Date	End Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Personal Mission Statement!** is a statement that will describe your fundamental purpose. It's what you ultimately want to achieve in your life or career, expressed in a specific, measurable way. It will guide you in the planning and implementation of your vision. Its a description that encompasses your own personal objectives and long-term goals.

Fill out your Personal Mission Statement Worksheet.

### My **F**inancial Goals: \_\_\_\_\_

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- increase income • get rid of debt • save for education
- set rainy day fund(6 months worth minimum)
- set up investments/retirement

### My **A**ttitude Goals: \_\_\_\_\_

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- be positive
- treat others as I would want to be treated

### My **C**areer Goals: \_\_\_\_\_

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- get a promotion • learn a new job skill
- set and reach business/career goals

### My **E**ducation Goals: \_\_\_\_\_

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- earn credits toward a degree
- take adult education classes

### My **F**amily Goals: \_\_\_\_\_

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- spend more quality time with family and friends

### My **E**xercise Goals: \_\_\_\_\_

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- eat better
- work out 3 times a week and/or walk 3 times a week

### My **A**rts Goals: \_\_\_\_\_

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- relax and enjoy the arts more
- make time for a hobby

### My **R**ecreation Goals: \_\_\_\_\_

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- relax • play • travel

**"A goal properly set is halfway reached."**

**Abraham Lincoln**

Complete this worksheet and post it on your wall. Look at it daily. Spend at least 10 minutes each morning planning. Fill out your daily To Do List. Take the action steps necessary to reach your goals. Making a regular habit of reviewing your goals and taking action on a daily basis, you'll be better able to achieve them. If you need more space for goals, print a goal extension worksheet, fill out and hang below this worksheet.

# S.M.A.R.T. Goals

## Instructions

When it comes to setting goals, a useful acronym to remember is **S.M.A.R.T.**

**Specific:** A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions:

\*Who: \*What: \*Where: \*When: \*Which: \*Why:

Specific means reasons, purpose or benefits of accomplishing the goal.

**EXAMPLE:** A general goal would be, “I want to lose some weight.” A specific goal would be, “I want to lose 10 pounds in 2 months and I will eat properly and exercise at least 3 days a week to accomplish my goal.”

**Measurable:** - Establish criteria for measuring progress toward the attainment of each goal you set.

Describes how each goal will be measured (numeric or descriptive).

When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued the effort required to reach your goal.

Ask yourself:

- How will I know when the result has been achieved?
- How will I verify the achievement/performance of this goal?

**Attainable:** – When you identify a goal, write it out and make a plan, you are making an attainable goal. You will see opportunities arise that will help you in accomplishing this goal. You will develop a positive attitude working towards an attainable goal and you will develop traits that will give you the strength to see it through.

**Realistic-** To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.

In my book there are no Dreams or Goals too grand, but you do have to be realistic. Make sure the goal you have set is something you are willing and capable of doing. When you set a lofty goal and challenging yourself you will find the reward that much better.

**Timely** – Creates a sense of urgency. Knowing you have to accomplish a task at a certain time makes you accountable. Know what those time lines are. What needs to be done by when. How much needs to be saved by when and take the steps necessary to meet those timelines.