



PERSONAL GOAL-SETTING WORKSHEET

Goal-setting is a powerful exercise. When you write down your plans, they have a way of becoming reality. This goal-setting worksheet will help you define what's important to you.

Long-Term Goals (10 years):

Short-Term Goals (five years):

Immediate Goals (six months to one year):

What's Most Important?

List your three most important goals:

1. _____
2. _____
3. _____

What Could Get in My Way?

List some obstacles to accomplishing your goals: _____

What Actions Do I Take to Meet My Goals?

What resources will you need? _____

How can you overcome obstacles? _____

Who Can Help Me?

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

When Do I Start?

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

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

Career Goals

- get a promotion
- reach a certain professional level
- learn a new job skill
- complete a project in a specified amount of time

My Career Goals: _____

FINANCIAL GOALS

- earn a certain amount of money in a specified time
- get rid of debt
- set up an investment program

My Financial Goals: _____

Educational Goals

- earn credits toward a degree
- take adult education classes

My Educational Goals: _____

Health and Fitness Goals

- work out three or four times a week
- join a health club
- have an annual checkup
- quit smoking
- eat nutritious food

My Health and Fitness Goals: _____

Community Involvement

- volunteer with a scouting group, at a hospital or a similar organization

My Community Goals: _____

Aim for Greater Self-Understanding

- work to become less anxious, jealous or insecure
- meet new people; make new friends

My Personal Goals: _____

Spiritual Growth

- set aside time to think about spiritual matters
- join a house of worship

My Spiritual Goals: _____

Leisure Time

- relax more
- plan a trip
- make time for a hobby
- go to a baseball game

My Leisure Goals: _____

After you complete this exercise, keep it in a safe place. Spend at least 10 minutes each morning planning how to translate your long-range goals into action steps. When you make a regular habit of reviewing your goals, you'll be better able to achieve them.