



Goal-Setting

WORKSHEET

*Break down your goals into
actionable steps.*

Goal-Setting Worksheet

SET YOURSELF UP FOR SUCCESS WITH CLEAR GOALS

You've got big dreams that you want to accomplish and the best way to get there is to set a goal with a plan of action.

By breaking down your goal into small and actionable steps, you'll start to feel at ease with the clarity and focus needed in order to accomplish your goal.

Most people fail at accomplishing their goals because they set vague, broad or unrealistic goals. This worksheet is meant to help you avoid these mistakes.

GOALS

This worksheet takes you through a step-by-step process that makes goal-setting very specific and actionable.

In order for you to come out of this successfully, you're going to implement the elements of SMART goals: make sure your goals are specific, measurable, achievable, realistic and timely.

Every day you should strive to take consistent and deliberate action toward your goal.

This means that when you wake up, you should be thinking about any actions or habits that can be modified or taken to help you get a step closer to the finish line.

RESOURCES

Tracking your progress will be important because you want to be able to measure and track your actions and success.

Keep a journal, a calendar, a spreadsheet, or use an app to help you track your progress.

You may want to consider the help of an accountability partner to keep you stay motivated and on track.

Time to crush your goals!

ASSESS YOUR GOALS AND MOTIVES

Be clear about what you want to accomplish and why you want to achieve this goal.

How will the end result make you a better person or change your situation?

- Type of goal:** Identify the kind of goal you want to accomplish. Perhaps it's a personal development, health and fitness, relationship, career or business goal.
- Outcome or impact:** Think about how accomplishing this goal will be beneficial or improve your life. This will help remind you about why you set out to accomplish your goal in the first place.

Example - Personal Growth Goal: *I want to become more proficient in photo editing on Photoshop. Doing so will help me be more confident with my technical skills, build my image portfolio and expand my client list.*

BE SPECIFIC

Get crystal clear about what you specifically want to accomplish and identify a timeframe to complete this. People fail their goals because they're not specific enough. Avoid broad, vague or unrealistic goals.

- Use the SMART checklist.** *Ensure your goals are specific, measurable, achievable, realistic and timely. Write it down to ensure all the SMART goal elements are included.*

Example - Personal Growth Goal: *In three months, I will learn how to edit photos using Photoshop. I will dedicate five hours a week to photo editing practice. Learning this skill will help me be more confident with my technical skills, build my image portfolio and expand my client list.*

CREATE PLAN WITH MILESTONES AND TASKS

Create a plan with specific actions you need to take to accomplish and reach your goals. Be sure to include notable milestones to keep your progress in line.

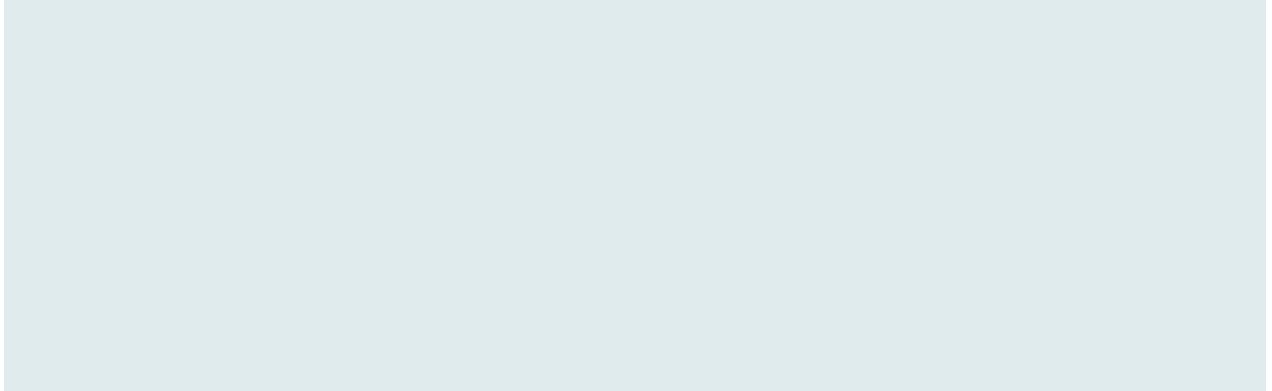
- Milestones.** Identify 1-3 key milestones that will help you stay on track toward your goal and serve as a progress check-in for your overall goal(s). (Example: *I will complete a 78-hour online course about Photoshop editing with a final certificate of completion.*)
- Actions and Tasks.** Identify daily/weekly actions or tasks you need to complete to keep you on track. (Example: *I will spend five hours a week editing photos on Photoshop. I will watch YouTube video tutorials 3x's a week for an hour.*)

Commit to Your Goals

"GOALS ARE DREAMS WITH DEADLINES"

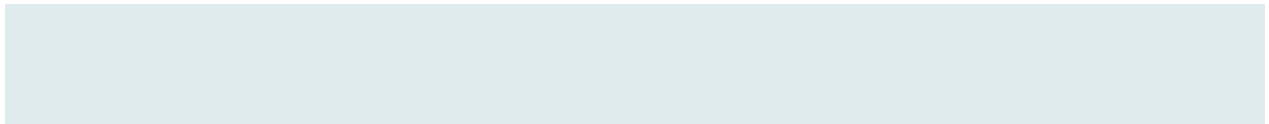
MY GOAL

Write the goal you want to accomplish and share why you want to accomplish this goal.



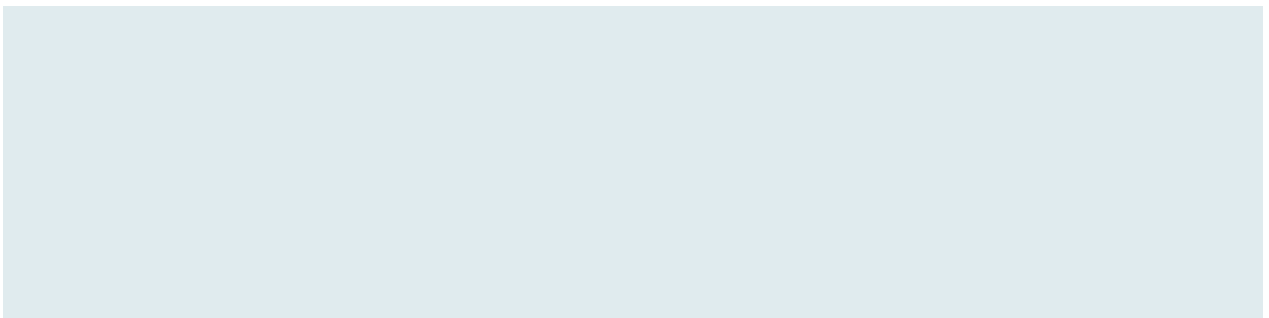
DEADLINE

Give yourself a reasonable amount of time to see results. Pro Tip: Three months is a good starting point to allow yourself time to commit to a new habit, lifestyle or project and see your progress over that period of time. Remember that consistency will be vital.



SMART GOALS

Ensure your goal is specific, measurable, achievable, realistic and time-bound. Most people fail with goals because they're vague, broad or unrealistic. Write out your goal using the SMART format to help you increase your chances of success. (*Example: I want to learn how to edit photos on Photoshop in 3 months*).



MILESTONES

Milestones or notable achievements will serve as a pulse check that you're heading in the right direction. Accomplishing these milestones will boost your motivation and confidence and keep you aligned with your end goal. *(Example: I will complete a 78-hour online course about Photoshop editing with a final certificate of completion).*

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ACTIONS AND TASKS

Write the specific actions you need to take to accomplish and reach your goals. Identify daily/weekly actions or tasks you need to complete to keep you on track. *(Example: I will spend five hours a week editing photos on Photoshop. I will watch YouTube video tutorials 3x's a week for an hour).*

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COMMITMENT

Commit to a better version of you. Declare today that you will set out to accomplish your goal and start taking deliberate action toward your success.

Name:

Date: