

GOAL SETTING WORKSHEET

All the research around goal setting cites essentially the same five requirements for defining and pursuing goals. They must be written, realistic, time-specific, stated as a positive declaration, and measurable.

You can use this worksheet to develop and record any goal you want to accomplish. Start by writing a first draft. The measurable part may be the same as the goal itself; for example, a revenue, profit, or weight goal.

My goal is: _____

That's rule number 1, it's written; now go through the other four requirements.

1. Is your goal realistic, but challenging? I can accomplish my goal because:

2. Put a time frame on it (a date). I will accomplish this goal by:

3. State the goal in a positive way; what you ARE going to do (or be) not what you're going to quit or stop. For example: "I will define a new customer training program" rather than "I will eliminate unnecessary training time."
4. Define how you'll measure it. Specifically I'll know my goal is accomplished when:

Now write out your final complete goal.

My goal is:

