

My Goal Worksheet

What is my current goal- what do I want to change in my life or business? Use this worksheet to help create, define and track your progress of your goal. Remember you must define your objective (goal), define the "Why", set a date to be accomplished, Identify any known obstacles, Identify your resources, create an action plan and "Why" it is important for you to achieve this goal.

Do it "SMART"

S = Specific	Not vague, not foggy or fuzzy, but specific- a specific goal addressing a specific issue. "I want to be a better person this year" doesn't quite cut it in terms of specificity. "I won't complain to the waitress at the restaurant when the food is less than perfect" is much better.
M = Measureable	This is a function of being specific. "I want to get in better shape" is not really measureable. "I want to drop 20 lbs." When a goal is measureable, you know if you hit or not. It's hard to discern whether you have hit a vague goal or not, and this lowers our motivation and keeps us from being accountable, which in turn makes it less likely that we will reach the goal
A = Achievable	A good goal should stretch us but not be absolutely impossible to achieve. It's okay of there is some "God" space in it- that is, there would need to be a minor miracle or some kind of divine intervention for you to achieve it- but it's not so far out there that you give up on it before you start. It needs to be at least conceivable to you that the goal could be reached.
R = Relevant	In other words it fits in with your deepest values and beliefs, it is consistent with the trajectory you have set for your life. Achieving it will move you towards your lifetime goals. If it just doesn't matter, why is it a goal in the first place? Who are you trying to please by saying it's a goal? It's YOUR goal, you need to own it. If you can't, don't make it one of your goals.
T = Time Based	That is, there is a deadline. I want to drop 20 lbs...by March 1. That's time based. The time factor makes it more specific than it would otherwise be and keeps on a a healthy pressure that we all need.
Type of goal (Circle as appropriate)	Financial, Business, Spiritual, Personal (Physical), Personal (Emotional), Family or Other: _____
Goal (Objective)	Not vague, not foggy or fuzzy, but specific- a specific goal addressing a specific issue.
Why? What's in it for me (Define the benefits or why)	Why: (the most important of all. Why do you really want to accomplish it? In other words it fits in with your deepest values and beliefs, it is consistent with the trajectory you have set for your life. Achieving it will move you towards your lifetime goals
Date to be completed	The target date you want to complete your goal. I want to drop 20 lbs...by March 1. That's time based. The time factor makes it more specific than it would otherwise
Obstacles	List all known obstacles that may cause you not to achieve or to delay your goal
Resources	List any groups, people, organizations, software or programs you will need to use or contact for assistance,

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List the skills you need to acquire to attain the goal	List any skill you will need to complete your goal
Plan of Action	Provide a detail Plan of Action or how you are going to do to achieve your goal. Be specific and check each accomplish step as you go through the plan of action.