

Goal Setting Worksheet

“A **goal** or **objective** consists of a projected state of affairs which a person or a system plans or intends to achieve or bring about — a personal or organizational desired end-point in some sort of assumed development. Many people endeavor to reach goals within a finite time by setting deadlines.... A desire or an intention becomes a goal if and only if one activates an action for achieving it.” *Copied and truncated from Wikipedia.*

In order to write your goals, have a start time and finish time, Know your obstacles (what’s keeping you from achieving you goal) and your action steps, (what steps you will take to overcome your obstacles) which you might think of as daily or weekly mini-goals.

You may have one obstacle or many. Be sure to list all you know of and add or subtract your obstacles as you progress. It is important to get started. Completion is better than perfection, so start now and remember, *people do get better with practice!*

One final note, your goals are not static, they will change, but your goals determine your future, so think them through ad don’t be afraid to change, adjust or even discard the ones that you need to change.

Goal # __: My goal is to: _____
beginning __/__/__ and finishing on __/__/__.

Obstacle # __: _____.

Action Step¹: _____

_____.

Action Step: _____

_____.

Obstacle # __: _____.

_____.

Action Step: _____

_____.

Action Step: _____

_____.

Obstacle # __: _____.

_____.

Action Step: _____

_____.

Action Step: _____

_____.

¹ If you need more action steps to complete a goal simply add them on a separate paper, or in your personal journal.