



GOAL SETTING SHEET

Name _____

Step 1: Write a SPECIFIC goal. Answer who/what/where/when.

Next, write at least 3 action steps for how you will reach your goal.

Step 2: Make your goal MEASUREABLE. What numbers or other details will you use to track your progress?

How will you know when you reach your goal?

Step 3: Make your goal ATTAINABLE. What obstacles could get in the way of reaching your goals? What resources can you use to continue moving forward?

Obstacles

Resources

Step 4: Make your goal RELEVANT. Write why you want to reach this goal.

Step 5: Make your goal TIMELY. Write benchmarks and deadlines below.

	Dates
_____	_____
_____	_____
_____	_____