



A Personal & Professional Development Company

Goal Setting Worksheet

Statement of goal:

Priority: _____

- Term of goal** Short-term (within 3 months)
 Medium-term (within 3 years)
 Long-term (over 3 years)

Life area: _____ **Target date:** _____

Obstacles:

Solutions:

Action steps to achieve:

1. _____
2. _____
3. _____
4. _____

Target date for step:

1. _____
2. _____
3. _____
4. _____

Reward for completing step:

1. _____
2. _____
3. _____
4. _____

Is it worth it to me? Yes No

What achieving this goal will mean:
