



# GOAL- SETTING WORKSHEET

## INSTRUCTIONS FOR GOAL-SETTING WORKSHEET

Putting your goals in writing can help you make your dreams a reality.

**Statement of Goal**

**Must be Specific, Measurable, Stated Positively and Simply. Think Big.**

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**Priority: Where does this goal rank compare to your other goals? (ex. #1, #2, etc)**

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

**Life Area**         Career       Emotional     Financial  
                           Spiritual     Physical       Family & Friends  
                           Mental       Community    Environment  
                           Any other area (Please name) \_\_\_\_\_

**Target Date:**    This goal will be accomplished by: \_\_\_\_\_

## **OBSTACLES**

**What currently and potentially stands between you and this goal? Include both tangible and intangible obstacles such as lack of money, time, support, education, fear, etc.**

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## **SOLUTIONS**

**How will you overcome the Obstacles? Include both tangible and intangible resources you can use to help you pursue your goal, such as self-confidence, support from other people, education, time, money, etc.**

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**Use more paper if needed for these 2 sections**

## **STEPS TO ACHIEVE YOUR GOAL**

**Break your goal down into smaller tasks. Remember to include steps for handling obstacles. List a target date for each step (it may help you to work backwards from your target goal date). And remember to reward yourself after completing each step—in order to positively reinforce your behavior.**

### **Step #1**

**Description:** \_\_\_\_\_

**Target Date:** \_\_\_\_\_

**Reward for completion:** \_\_\_\_\_

### **Step #2**

**Description:** \_\_\_\_\_

**Target Date:** \_\_\_\_\_

**Reward for completion:** \_\_\_\_\_

**Step #3**

**Description:** \_\_\_\_\_

**Target Date:** \_\_\_\_\_

**Reward for completion:** \_\_\_\_\_

**Step #4**

**Description:** \_\_\_\_\_

**Target Date:** \_\_\_\_\_

**Reward for completion:** \_\_\_\_\_

**Continue with as many steps as you feel are needed (use extra paper)**

**Are you willing to do what it takes to achieve this goal?     Yes     No**

**What will achieving this goal mean to you? How will achieving this goal benefit you? Include any benefits for your family, the other people in your life, and the community.**

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## **IMPORTANT ISSUES TO YOU**

**Please briefly outline any issues you would like to deal with and what you hope to achieve in the coaching setting. We will expand more on these during our sessions:**

**ISSUE #1**

**ISSUE #2**

**ISSUE #3**

**ISSUE #4**

**ISSUE #5 (ADD MORE IF NEEDED)**

**PERSONAL PROFILE:**

**Please answer the following to let us get to know you a bit better.**

**I would describe myself as:**

**Others would describe me as:**

**The 3 things that I like the most about life/situation are:**

**If I could change 3 things about my life/situation, they would be:**

**My 3 greatest accomplishments (so far) are:**

**Some of my hobbies/interests are:**

**The one thing I would like to accomplish the most is:**

**The one thing I wish I could change in the short-term is:**

**I think that most important thing in life is:**

**I am interested in working with a life coach because:**