

PERSONAL GOAL SETTING WORKSHEET

The following worksheet reflects the goal setting strategies that I use and is designed to help you create goals that are achievable and an action plan that will ensure you achieve them. I hope you find it useful.

Step One – choosing your goals

This is both the fun and the easy part! What do you want to achieve this year? When thinking about your goals, the sky is the limit at this point, nothing is too outrageous. If you're looking for some ideas on what goals to set, ask yourself the following questions (there's room to write on the next page):

- What worked for you last year? What didn't?
- What are you happy with in your life?
- What things do you want to change?
- Why do you want to make these changes? What is your motivation?

The last question is the most important, don't skip over it. *Why do you want to make changes in your life?* Knowing the real reasons behind your goals can help you stay motivated when you don't feel like maintaining your new habits anymore.

When thinking about what goals you would like to achieve, it may be helpful to break them down into areas of your life: career, family, financial and personal goals. Below is a worksheet to help you think about what goals you might want to achieve. You don't have to fill out every one and you certainly don't have to have lots of goals! In fact the fewer you have the more focus each goal will have and the more likely you will be to succeed.

Things that were good about last year:

Things that I want to change:

Reasons for change:

Area	Goal Ideas
Career / Business	
Health and Fitness	
Finance	
Home and Family	
Education	
Mind / Body and Spirit	
Community	

Step Two – making your goals SMART goals

There are a few strategies that you can use to make your goals more achievable. They are summarised below, but you can get more detail from the articles linked to at the end of this paper.

The first is to write your goals down and keep them somewhere you can read them every day.

Secondly, make your goals positive rather than negative. For example, in the case of dieting a negative goal is to 'lose weight' a positive goal is to '*achieve a goal weight of...*'

Thirdly, make your goals SMART. This means to make your goals:

- **Specific.** The more specific your goals, the more actionable and achievable they are. The example above could be even more specific: '*I will achieve my goal weight of X kgs by December 2012 by changing my diet and doing more exercise (see action plan for details).*'
- **Measurable.** Your goal needs to be measurable both so you know you've achieved it and so that you can measure your progress. If you find that you can't measure your progress towards your goal, go back and make it more specific (i.e. '*I want to be able to watch a Spanish movie without subtitles*').
- **Achievable.** While it's important to think big when it comes to setting goals, you also want to achieve your goals given your current circumstances and resources (including the drive to succeed). It's not impossible to get a million dollars in one month, but you've really got to want it!
- **Relevant.** A relevant or realistic goal is one that you're willing to work towards and one that doesn't clash with your values, other goals and life circumstances that you're not willing to change.
- **Timely.** Give yourself a deadline for achieving your goal.

Step five – create an action plan

Now to the important part: creating an action plan *and* doing it. This is how you're going to put in place those positive habits. Here is a summary of the things to consider when creating your action plan:

- Make it personal
- Research your action steps
- Break your goal down into manageable (i.e. micro) steps
- Make small changes over time
- Be very, very specific about the action you're going to take
- Be flexible and willing to change when things aren't working as planned
- Set yourself and your environment up for success

For more details on each of these steps (particularly how to write a very specific action step), check out [this article](#). Use the worksheet below to write out your goal and the action steps you're going to take to achieve it. You can print multiple copies for separate goals.

Further resources

I recommend you look at the articles written on goal setting on the Frugal and Thriving website (links below). They go into further detail on how to set goals, psychological factors that affect success, the myth of willpower, the importance of habits and more information on how to set up action plans.

- [A strategy for building positive change, part one](#) (with links to further articles on the topic); and
- [A strategy for building positive change, part two](#)

Goal:		
Time to be completed:		
Measurement of success:		
Positive habits:		
Action Step	Resources	Timeframe / due

