



**THE AMBOSELI GROUP**  
HELPING OTHERS ACHIEVE MORE

# GOAL SETTING WORKSHEET

*A strategic guide created to outline specific personal and professional goals, actions, and create a structured plan to achieve them.*

Name

Date

## S.M.A.R.T. GOALS

Setting goals is essential to personal and professional growth. SMART goals provide a structured framework to ensure your goals are Specific, Measurable, Achievable, Relevant, and Time-bound. This approach transforms vague aspirations into actionable steps, making success more attainable.

- **Specific:** Clearly define what you want to achieve. Avoid generalizations and be precise about what success looks like.
- **Measurable:** Establish concrete criteria for measuring progress toward the accomplishment of your goal. How will you know when it has been achieved?
- **Achievable:** Ensure that the goal is within your reach. It should be challenging but possible with the resources and time available.
- **Relevant:** The goal should align with your broader objectives and values. It should matter to you and have a positive impact.
- **Time-bound:** Set a deadline. A timeline creates urgency and prompts action.

## Step-by-Step Instructions to Define and Refine Goals

- **Identify Your Desire:** Begin by pinpointing exactly what you wish to accomplish. Consider areas of your personal or professional life where improvement or change is desired.
- **Make it Measurable:** Define how you will measure success. If your goal is career advancement, a measurable indicator could be acquiring a new certification or gaining a promotion.
- **Assess Feasibility:** Review your current resources and constraints. Adjust your goal to make it achievable, ensuring you have or can obtain the necessary resources.
- **Align with Larger Objectives:** Ensure your goal supports your long-term objectives. If your overall aim is to improve your health, a relevant goal could be to run a 5k within three months.
- **Set a Deadline:** Choose a realistic end date to keep yourself accountable. Mark it on your calendar and set reminders to keep on track.

# SMART GOALS MAPPING

SMART CRITERIA: ENSURE GOALS ARE SPECIFIC, MEASURABLE, ACHIEVABLE, RELEVANT, AND TIME-BOUND.

S

Specific: Clear and concise.

M

Measurable: Quantifiable to track progress.

A

Achievable: Attainable to remain motivating.

R

Relevant: Aligned with your larger wellness vision.







T

Time-bound: Encased within a timeframe.

Sketch your goals with kindness, remembering that they are fluid and can adapt to your journey's needs.







# BE A 'GOAL' DIGGER

**Short-Term Goals:** Set specific, achievable goals for the near term.

 <div>GOAL</div>	<div>WHY</div>	<div>MOTIVATION</div> 
<div>START DATE</div>	<div>DEADLINE</div>	<div>REWARD</div>
 <div>OBSTACLES TO OVERCOME</div>	<div>RESOURCES</div> 	
 <div>BIG STEPS</div> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<div>LITTLE STEPS</div> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<div>NOTES</div> 

# BE A 'GOAL' DIGGER

**Long-Term Goals:** Define broader objectives for growth.

 <div>GOAL</div>	<div>WHY</div>	<div>MOTIVATION</div> 
<div>START DATE</div>	<div>DEADLINE</div>	<div>REWARD</div>
 <div>OBSTACLES TO OVERCOME</div>	<div>RESOURCES</div> 	
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# TIPS FOR MAINTAINING MOTIVATION AND MONITORING PROGRESS

- **Break it Down:** Divide your goal into smaller, manageable tasks. Completing these can provide a sense of progress and accomplishment.
- **Keep a Goal Journal:** They say if it 'isn't written down, it won't happen.' Regularly update a journal with your progress. This can help you reflect on what's working and what's not.
- **Celebrate Milestones:** Reward yourself for achieving milestones. This could be as simple as a night out, a small purchase, or a day off.
- **Stay Flexible:** Be prepared to adjust your goals as circumstances change. Flexibility can prevent frustration and keep you on track.

## NOTES:

# NOTES SECTION

# REFLECTION

**Achievements:** Regularly document achievements and situations where you successfully applied your S.M.A.R.T. goal strategies.

**Learning Points:** Note any setbacks or areas where expectations weren't met as learning points for future development.



# Stay in Touch



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