



Blue Hills Counseling & Consultation, LLC  
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### **Goal Setting Template**

Goal setting is important because it clarifies what you want to achieve and helps prioritize tasks, energizes and inspires action by giving a sense of purpose, improves efficiency and productivity by focusing efforts on specific outcomes, creates a structured approach and helps anticipate challenges, boosts self-esteem through accomplishments and skill development, promotes responsibility and allows for progress tracking, encourages continuous improvement and adaptability, provides a framework for informed and consistent choices, helps prioritize tasks and manage time effectively, and offers a basis for evaluating achievements and receiving feedback. In summary, goal setting drives motivation, enhances performance, and fosters growth by providing clarity, structure, and measurable progress.

You can start by setting your goals with the following steps:

#### **1. Assessing Current Behavior**

- **Identify Current Habits:** List and describe current behaviors that need to change.
- **Self-Reflection:** Encourage self-reflection on why these behaviors exist and their impact on life.
- **Baseline Measurement:** Determine a baseline measurement to track progress (e.g., frequency of behavior, duration).

#### **2. Setting SMART Goals**

- **Specific:** Define clear and specific goals.
  - Example: Instead of "exercise more," set a goal like "exercise for 30 minutes, three times a week."
- **Measurable:** Ensure goals can be measured to track progress.
  - Example: Track the number of exercise sessions per week.
- **Achievable:** Set realistic goals that can be attained.
  - Example: Start with smaller, manageable changes.
- **Relevant:** Align goals with broader life objectives and values.
  - Example: If improving health is the main objective, set goals related to diet, exercise, and sleep.
- **Time-Bound:** Set deadlines or time frames for achieving goals.
  - Example: "Lose 5 pounds in 2 months."



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### 3. Action Plan

- **Break Down Goals:** Divide larger goals into smaller, actionable steps.
  - Example: For a goal to exercise more, steps could include signing up for a gym, buying workout clothes, and scheduling specific workout times.
- **Identify Resources:** List resources needed to achieve goals (e.g., support groups, educational materials, tools).
- **Anticipate Obstacles:** Identify potential obstacles and plan how to overcome them.
  - Example: If lack of time is an obstacle, plan workouts during less busy times of the day.

### 4. Implementation

- **Start Small:** Begin with small changes to build momentum.
- **Monitor Progress:** Regularly check progress against the baseline measurement and goals.
- **Adjust as Needed:** Be flexible and adjust goals or action plans based on what is or isn't working.

### 5. Support and Accountability

- **Find a Support System:** Engage friends, family, or support groups for encouragement.
- **Use Technology:** Utilize apps or tools to track progress and stay motivated.
- **Accountability Partner:** Consider having an accountability partner to regularly check in on progress.

### 6. Reward System

- **Set Rewards:** Determine rewards for achieving milestones to maintain motivation.
  - Example: Treat yourself to something enjoyable after hitting a milestone.
- **Celebrate Successes:** Acknowledge and celebrate both small and large successes.

### 7. Review and Reflect



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- **Regular Reviews:** Schedule regular reviews to assess progress and make necessary adjustments.
- **Reflect on Learning:** Reflect on what has been learned throughout the process and how it can be applied to future behavior changes.

## 8. Maintaining Change

- **Sustainability:** Develop strategies to maintain behavior changes long-term.
- **Habit Formation:** Focus on turning new behaviors into habits.
- **Continuous Improvement:** Keep setting new goals to continue personal growth and development.

## 9. Conclusion

- **Recap Importance:** Reiterate the importance of goal setting for behavior change.
- **Encouragement:** Encourage perseverance and remind that behavior change is a gradual process.