



# GOAL SETTING WORKSHEET

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## STEP ONE

Describe your goal in as much detail as possible by following these prompts:

1. My quantitative goal is...
2. This goal will be complete by this date...
3. When I achieve this goal, I will have...
4. When I achieve this goal, I will no longer have...

## STEP TWO

Write a future based journal entry by following these directions:

**Close your eyes.** We are on the date that you identified in step one. Your goal has been achieved. Write a journal entry describing your day. Be as specific as possible. Where are you waking up? What are you wearing? What are you eating and drinking today? Who are you celebrating your achievement with? Who are you calling to share your success with? Will you have dinner out or are you preparing a meal? What are you eating for dinner?



# GOAL SETTING WORKSHEET

## STEP THREE

Think about your support system.

1. Write down 10 skills you have that will help you achieve your goal.
2. Write down 10 people who will help you achieve your goal.
3. Write down 10 things/resources that will help you achieve your goal.

## STEP FOUR

Think about your reward system.

1. Write down 5 small rewards you will give yourself on your path to your goal.
2. Write down 5 medium rewards you will give yourself on your path to your goal.
3. Write down 5 large rewards you will give yourself on your path to your goal.

## STEP FIVE

Think about your goal backwards.

1. Map out your goal backwards.
2. For example, if your goal is to make \$10k by a year from today's date, you will start at today's date next year and go backwards towards today. Ask yourself, where will I need to be in 12 months, 11, 10, 9, 8...

## STEP SIX

Think about your action plan.

1. Based on the milestones you defined in step five, what actions do you need to take each week to get to this month's milestone?
2. Think of this as writing out actions to reach your monthly milestones.

## STEP SEVEN

Now that you know what your goal, and you have a plan of how you are getting there, it is time to reward yourself. Use the space below to assign your small, medium, large rewards to the milestones you have defined above.