

Goal-Setting Worksheet with Instructions

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.

Priority

How does this goal rank compare to your other goals (#1, #2, #3, etc.)? _____

Term of Goal

- Short-term (within 3 months)
- Medium-term (within 3 years)
- Long-term (over 3 years)

Life Area

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> Recovery | <input type="checkbox"/> LGBTQ+ | <input type="checkbox"/> Self-Discovery |
| <input type="checkbox"/> Career | <input type="checkbox"/> Emotional | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Spiritual | <input type="checkbox"/> Physical | <input type="checkbox"/> Family and Friends |
| <input type="checkbox"/> Mental | <input type="checkbox"/> Community/Environment | |

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, or education, fear, etc.

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.

Action Steps to Achieve It

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). 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: _____

Step #5

Description: _____

Target date: _____

Reward for completion: _____

Step #6

Description: _____

Target date: _____

Reward for completion: _____

Step #7

Description: _____

Target date: _____

Reward for completion: _____

