

2023 GOAL SETTING  
WORKBOOK

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# WELCOME

Setting goals at the beginning of the year can be a powerful tool to help you achieve your desired outcomes and reach your full potential.

By setting clear, specific goals and breaking them down into smaller, more manageable steps, you can create a roadmap for success and stay on track to achieve your dreams.

This workbook is designed to help you define your overall goals, break them down into smaller goals, set deadlines, identify and overcome challenges, and set specific, measurable actions to achieve your goals. By working through the exercises in this workbook, you can develop a clear plan for success and take the first steps toward achieving your goals.

This workbook will be helpful as you work towards your goals. Let's get started!

*Latoya*

# GOAL SETTING WORKBOOK

## #1: EXPLORE YOUR VALUES AND INTERESTS:

- Take some time to reflect on what is most important to you. Write down your values and the things that are most meaningful to you.
- My top values are:
- The things that are most meaningful to me are:

## #2: IDENTIFY YOUR MOTIVATIONS AND GOALS

- Think about what motivates you and what you want to achieve in the long term. Write down your overall goals below.
- My overall goal is:
- The things that motivate me to work towards this goal are:

## #3: CREATE A ROADMAP FOR YOUR GOALS

- Break down your overall goal into smaller, more specific goals. These should be intermediate goals that will help you progress towards your overall goal.
- My overall goal is:
- The smaller, specific goals that will help me achieve my overall goal are:
- Goal 1:
- Goal 2:
- Goal 3:

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## #4: SET DEADLINES FOR YOUR GOALS

- For each of your specific goals, set a deadline for when you want to achieve it. This will help you stay on track and ensure that you are making progress towards your overall goal.
- My overall goal is:
- The specific goals that will help me achieve my overall goal, with deadlines, are:
- Goal 1:
- Deadline:
- Goal 2:
- Deadline:
- Goal 3:
- Deadline:

## #5: IDENTIFY POTENTIAL OBSTACLES AND CHALLENGES

- Think about the potential obstacles or challenges that you may face while working towards your goals. Write them down below.
- The potential obstacles or challenges that I may face are:
- Obstacle 1:
- Obstacle 2:
- Obstacle 3:

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## #6: DEVELOP STRATEGIES TO OVERCOME OBSTACLES AND CHALLENGES

- For each obstacle or challenge that you identified, come up with one or more strategies to overcome it.

|    | Obstacle / Challenge | Strategies  |
|----|----------------------|---|
| 1. |                      | <ul style="list-style-type: none"><li>• -</li><li>• -</li><li>• -</li></ul> |
| 2. |                      | <ul style="list-style-type: none"><li>• -</li><li>• -</li><li>• -</li></ul> |
| 3. |                      | <ul style="list-style-type: none"><li>• -</li><li>• -</li><li>• -</li></ul> |

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## #7: SET SMART GOALS

- For each of your specific goals, write down **specific, measurable, achievable, relevant, and time-bound** (SMART) actions that you can take to achieve them.

|    | Goal | Actions   |
|----|------|---|
| 1. |      | <b>S:</b><br><br><b>M:</b><br><br><b>A:</b><br><br><b>R:</b><br><br><b>T:</b> |
| 2. |      | <b>S:</b><br><br><b>M:</b><br><br><b>A:</b><br><br><b>R:</b><br><br><b>T:</b> |
| 3. |      | <b>S:</b><br><br><b>M:</b><br><br><b>A:</b><br><br><b>R:</b><br><br><b>T:</b> |