

MY GOAL SETTING WORKSHEET

Name: _____

Date: _____

WHY SET GOALS?

Goals give you direction, motivation, and a clear path forward. By setting SMART goals, you increase your chances of success by making your goals :- Specific, Measurable, Achievable, Relevant, and Time-bound.

MY PRIMARY GOAL

What do I want to accomplish?

Goal Category: (Check one)

Academic Career Personal Growth

Health/Wellness Financial Other: _____

MAKE IT SMART

S - SPECIFIC *What exactly will you do? Who is involved? Where will it happen?*

M - MEASURABLE *How will you track progress? What does success look like?*

A - ACHIEVABLE *Is this realistic? Do you have the resources and skills needed?*

R - RELEVANT *Why is this important to you? How does it align with your larger goals?*

T - TIME-BOUND *When will you complete this? Set a deadline.*

Target Completion Date: _____

ACTION STEPS

Break your goal into smaller, manageable steps. What needs to happen first, second, third?

Step 1: _____

Deadline: _____

Step 2: _____

Deadline: _____

Step 3: _____

Deadline: _____

Step 4: _____

Deadline: _____

Step 5: _____

Deadline: _____

Step 6: _____

Deadline: _____

POTENTIAL OBSTACLES

What challenges might you face in achieving this goal?

How will you overcome these obstacles?

RESOURCES & SUPPORT

What resources do you need to achieve this goal? (*Examples: time, money, materials, information, skills*)

Who can support you in reaching this goal? (Examples: teachers, counselors, family, friends, mentors)

PROGRESS TRACKING

Check-In #1

Date: _____ Progress: On Track Behind Ahead

Notes: _____

Check-In #2

Date: _____ Progress: On Track Behind Ahead

Notes: _____

Check-In #3

Date: _____ Progress: On Track Behind Ahead

Notes: _____

Check-In #4

Date: _____ Progress: On Track Behind Ahead

Notes: _____

CELEBRATING SUCCESS

How will you reward yourself when you achieve this goal?

REFLECTION (Complete after reaching your goal or deadline)

Did you achieve your goal? Yes Partially No

What went well?

What challenges did you face?

What did you learn about yourself?

What will you do differently next time?

Next Goal:

TIPS FOR SUCCESS

- **Review your goals weekly** to stay focused and motivated
- **Share your goals** with someone who will support and encourage you
- **Be flexible** - adjust your plan if circumstances change
- **Celebrate small wins** along the way to stay motivated
- **Don't give up** - setbacks are part of the journey to success