**Goal Setting Worksheet**

The purpose of this goal setting worksheet is to assist you in setting and reaching your goals for the coming year. Please give this important exercise the time and attention it deserves. Make sure each goal is clear and descriptive. It’s your life!

1. Set aside one or more hours where you can work on this uninterrupted. If reaching your goals is important, then setting them is the first step. Clear your desk or workspace of all clutter so that your goals are the only thing you focus on during this exercise.
2. Each page has a heading at the top. I recommend you set goals in each of the areas but if any of the topics don’t apply to you, or you simply choose not to set a goal in that area, ignore it.
3. Each worksheet page is for one goal. You can print out multiple copies of any page. (e.g. – you have more than one Business goal. Print out one Business page for each of your business goals)
4. Once you’ve filled out a goal worksheet for each of your goals review them one-by-one. Ask yourself the questions:
	1. Is this goal important enough to me to do whatever it takes this year to reach it? If not, it’s not truly a goal of yours.
	2. Is this goal realistic? Goals should make you stretch/reach but they also have to be achievable.
	3. Is this goal a reach/stretch? If your goals are too easily achieved, they *probably* don’t need to be goals. Waking up and breathing each morning is probably a goal for each of us but it’s not a reach for most people. Your goals should be larger than what you’ve achieved or accomplished in the past.
5. For each goal that passes the above test transfer it and write it down on the last page. (Goals 2024 – Summary) Post this page where you can view it daily, at least twice per day. I suggest next to your bathroom mirror.
6. Take a few minutes to review your goals at least twice daily…at minimum when you first wake up and right before you go to sleep.
7. As you accomplish each of your goals CELEBRATE! Set new and larger goals based on what you’ve accomplished.
8. If you need to readjust a goal, do so. If you discover you’ve been too ambitious with one of your goals, change it to reflect reality. If you decide to lose 100 pounds in 6 weeks, but come to realize that’s not realistic, adjust the goal to something more realistic.
9. Don’t beat yourself up. Goals are something to keep you excited and enthused all year long. If you don’t reach them, it doesn’t make you a bad person. It simply means you didn’t reach that particular goal. Change the goal or recommit and try again!

**Business/Professional**

**Goal** – Expressed as, “I will.” (e.g. – I will be promoted to Vice President by June 1, 2024) Must have a definite date to be accomplished by. Make it colorful and descriptive if appropriate.

**Why is this goal important to me? (me and my wife/husband/family)**

**What am I willing to do to achieve this goal?**

**What will it feel like when I achieve this goal? How will my life be**

**different?**

**What pain will I experience if I don’t reach this goal? (make it painful)**

**What pleasure will I experience when I reach this goal? (make it great)**

**What action will I take in the next 24 hours toward reaching this goal?**

**What are the baby steps (bite-sized chunks) I’ll take to reach this goal?**

**Who will I tell about this goal to hold me accountable?**

**Personal**

**Goal** – Expressed as, “I will.” (e.g. – I will devote 4 hours each week in 2024 to charity work beginning the week of January 1, 2024) Must have a definite date to be accomplished by. Make it colorful and descriptive if appropriate.

**Why is this goal important to me? (me and my wife/husband/family)**

**What am I willing to do to achieve this goal?**

**What will it feel like when I achieve this goal? How will my life be different?**

**What pain will I experience if I don’t reach this goal? (make it painful)**

**What pleasure will I experience when I reach this goal? (make it great)**

**What action will I take in the next 24 hours toward reaching this goal?**

**What are the baby steps (bite-sized chunks) I’ll take to reach this goal?**

**Who will I tell about this goal to hold me accountable?**

**Money/Financial**

**Goal** – Expressed as, “I will.” (e.g. – I will have earned at least $250,000.00 from my efforts by December 31, 2024) Must have a definite date to be accomplished by. Make it colorful and descriptive if appropriate.

**Why is this goal important to me? (me and my wife/husband/family)**

**What am I willing to do to achieve this goal?**

**What will it feel like when I achieve this goal? How will my life be different?**

**What pain will I experience if I don’t reach this goal? (make it painful)**

**What pleasure will I experience when I reach this goal? (make it great)**

**What action will I take in the next 24 hours toward reaching this goal?**

**What are the baby steps (bite-sized chunks) I’ll take to reach this goal?**

**Who will I tell about this goal to hold me accountable?**

**Relationships**

**Goal** – Expressed as, “I will.” (e.g. – I will have at least one “date night” each week with my husband/wife/partner beginning January 6, 2024) Must have a definite date to be accomplished by. Make it colorful and descriptive if appropriate.

**Why is this goal important to me? (me and my wife/husband/family)**

**What am I willing to do to achieve this goal?**

**What will it feel like when I achieve this goal? How will my life be different?**

**What pain will I experience if I don’t reach this goal? (make it painful)**

**What pleasure will I experience when I reach this goal? (make it great)**

**What action will I take in the next 24 hours toward reaching this goal?**

**What are the baby steps (bite-sized chunks) I’ll take to reach this goal?**

**Who will I tell about this goal to hold me accountable?**

**Spiritual**

**Goal** – Expressed as, “I will.” (e.g. – I will go to church at least three times per month in 2024 beginning Sunday, January 7, 2024) Must have a definite date to be accomplished by. Make it colorful and descriptive if appropriate.

**Why is this goal important to me? (me and my wife/husband/family)**

**What am I willing to do to achieve this goal?**

**What will it feel like when I achieve this goal? How will my life be different?**

**What pain will I experience if I don’t reach this goal? (make it painful)**

**What pleasure will I experience when I reach this goal? (make it great)**

**What action will I take in the next 24 hours toward reaching this goal?**

**What are the baby steps (bite-sized chunks) I’ll take to reach this goal?**

**Who will I tell about this goal to hold me accountable?**

**Goals 2024 – Summary – View Twice Daily**

**Goal 1**

**Goal 2**

**Goal 3**

**Goal 4**

**Goal 5**

**Goal 6**

**Goal 7**

**Goal 8**

**Goal 9**

**Goal 10**