

Goal-Setting Worksheet

Clarify Your Intentions and Achieve Your Goals

Step 1: Reflect on Your Values

What matters most to you?

- What values guide your decisions?
- How do these values align with your goals?

Step 2: Define Your Goal

Type of Goal:

- ☐ Personal
- ☐ Creative
- ☐ Wellness
- ☐ Other

What is your goal?

(Example: Write a short story, meditate daily, improve physical fitness, etc.)

Why is this goal important to you?

(Example: "It helps me feel accomplished" or "It aligns with my wellness journey.")

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Step 3: Break It Down

What are the main steps to achieve this goal?

1.
2.
3.

What small, actionable tasks can you start with today or this week?

(Example: Write one paragraph, schedule a 10-minute walk, brainstorm creative ideas.)

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Step 4: Set a Timeline

Start Date:
Deadline:

Are there any milestones to track progress?

(Example: Finish a draft by [date], meditate for 10 days straight.)

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Step 5: Identify Challenges

What potential obstacles might you face?

(Example: Lack of time, motivation dips.)

How can you overcome these obstacles?

(Example: Schedule time, seek support from friends, keep a journal.)

Step 6: Track Your Progress

Daily/Weekly Check-Ins:

- ☐ I worked toward my goal today.
- ☐ I adjusted my plan when needed.
- ☐ I celebrated a small win.

Notes on Progress:

(Example: "I felt motivated today" or "I struggled but learned [specific lesson].")

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Step 7: Celebrate Achievements

What rewards will you give yourself for reaching milestones or completing your goal?
(Example: Treat yourself to a new book, a relaxing day off, or sharing your success with a friend.)

Step 8: Reflect and Adjust

What worked well in achieving this goal?

What could you improve for next time?

Are there new goals you'd like to set?