

# MY GOAL SETTING WORKSHEET

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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## 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.

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## MY PRIMARY GOAL

**What do I want to accomplish?**

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**Goal Category:** (Check one)

Academic  Career  Personal Growth

Health/Wellness  Financial  Other: \_\_\_\_\_

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## MAKE IT SMART

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

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

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

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

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

**Target Completion Date:** \_\_\_\_\_

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## 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: \_\_\_\_\_

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## POTENTIAL OBSTACLES

**What challenges might you face in achieving this goal?**

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**How will you overcome these obstacles?**

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## RESOURCES & SUPPORT

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

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

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## 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: \_\_\_\_\_

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## CELEBRATING SUCCESS

**How will you reward yourself when you achieve this goal?**

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## REFLECTION (Complete after reaching your goal or deadline)

**Did you achieve your goal?  Yes  Partially  No**

**What went well?**

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**What challenges did you face?**

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**What did you learn about yourself?**

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**What will you do differently next time?**

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**Next Goal:**

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## 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