

Goal-Setting Worksheet

Step One



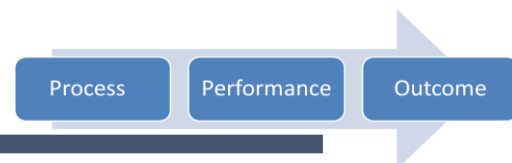
Set your goal & decide what you need to develop.

What is your outcome goal?

OUTCOME GOAL:

(mention your outcome or larger goal) _____

Step Two



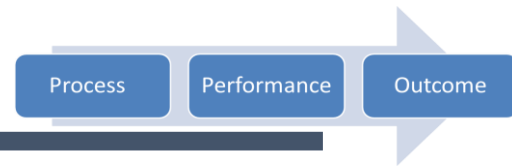
To achieve your outcome goal, there are some areas in your life that require immediate attention and/or improvement. These are your performance goals. These are the skills, qualities or objectives that will get you closer towards your outcome goal.

PERFORMANCE GOAL ONE:

_____ (mention one main performance

goal) _____

Step Three



Make a plan for steady improvement.

For each performance goal, write three process goals (to-do list). These are actions you can start as early as today. These actions will ultimately lead you towards accomplishing your performance goal.

PERFORMANCE GOAL ONE: _____

BY: _____

PROCESS ONE: _____ BY: _____

PROCESS TWO: _____ BY: _____

PROCESS THREE: _____ BY: _____