

2022

Goal Setting WORKSHEET

GOAL SORTING EXERCISE

Professional Goals (career, job, livelihood)	Physical Goals (body, health, weight)	Relationship Goals (romantic, friendship, familial)
Financial Goals (savings, wealth, money, financial health)	Emotional/Mental Goals (feelings, mental health)	Spiritual Goals (connection, practice, helping)
Experience/Hobbies Goals (travel, bucket list)	Educational Goals (learning and knowledge)	Philanthropic Goals (giving back, helping others)

SMART Goal Checklist:

- S (SPECIFIC)** Is the goal clearly written, with no ambiguity? Is it clear who needs to accomplish the goal and who supports (or might expect)?
- M (MEASURABLE)** Does the goal answer the question of how many, how much, what, or how often?
- A (ACHIEVABLE)** Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the expected results realistic?
- R (RELEVANT)** Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?
- T (TIME-BOUND)** Does the goal state a clear and specific completion date?

Professional Goals: _____

Goal completion date: _____

Why is the goal important to you? How will your life change when you achieve it?

List potential problems that might keep you from achieving your goal:

2022

Goal Setting WORKSHEET

A goal without a plan is merely a wish.

Use this Goal Setting Worksheet to ensure your goals
become reality in 2022.



Step 1:

GOAL SORTING EXERCISE

Spend 15-minutes brainstorming
goals for each of the 9 categories.

Step 2: GOAL SETTING WORKSHEET INSTRUCTIONS

Complete a copy of this worksheet for each goal.

Setting SMART goals means you can clarify your ideas, focus your efforts, use your time and resources productively, and increase your chances of achieving what you want in life.

Listing potential problems that might keep you from achieving your goal will help you come up with solutions to keep you on track in advance.

Finally list action items that will help you achieve (or at least get started) and calendar them.

GOAL SORTING EXERCISE

Professional Goals
(career, job, livelihood)

Physical Goals
(body, health, weight)

Relationship Goals
(romantic, friendly, familial)

Financial Goals
(savings, wealth/money, financial habits)

Emotional/Mental Goals
(feelings, mental health)

Spiritual Goals
(connection, practice, healing)

Experience/Hobbies Goals
(travel/bucket list)

Educational Goals
(learning and knowledge)

Philanthropic Goals
(giving back, helping others)

Professional Goals:

Goal Completion Date:

Why is the goal important to you? How will your life change when you achieve it?

SMART Goal Checklist:

S

SPECIFIC

Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal, and any support they might expect?

M

MEASURABLE

Does the goal answer the questions of how many, how much and/or how often?

A

ACHIEVABLE

Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the expected results realistic?

R

RELEVANT

Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?

T

TIME-BOUND

Does the goal state a clear and specific completion date?

List potential problems that might keep you from achieving your goal:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Physical Goals:

Goal Completion Date:

Why is the goal important to you? How will your life change when you achieve it?

SMART Goal Checklist:

S

SPECIFIC

Is the goal clearly written, with no ambivalence? Is it clear who need to accomplish the goal, and any support they might expect?

M

MEASURABLE

Does the goal answer the questions of how many, how much and/or how often?

A

ACHIEVABLE

Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the expected results realistic?

R

RELEVANT

Does the goal make difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?

T

TIME-BOUND

Does the goal state a clear and specific completion date?

List potential problems that might keep you from achieving your goal:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Relationship Goals:

Goal Completion Date:

Why is the goal important to you? How will your life change when you achieve it?

SMART Goal Checklist:

S

SPECIFIC

Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal, and any support they might expect?

M

MEASURABLE

Does the goal answer the questions of how many, how much and/or how often?

A

ACHIEVABLE

Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the expected results realistic?

R

RELEVANT

Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?

T

TIME-BOUND

Does the goal state a clear and specific completion date?

List potential problems that might keep you from achieving your goal:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Financial Goals:

Goal Completion Date:

Why is the goal important to you? How will your life change when you achieve it?

SMART Goal Checklist:

S

SPECIFIC

Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal, and any support they might expect?

M

MEASURABLE

Does the goal answer the questions of how many, how much and/or how often?

A

ACHIEVABLE

Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the expected results realistic?

R

RELEVANT

Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?

T

TIME-BOUND

Does the goal state a clear and specific completion date?

List potential problems that might keep you from achieving your goal:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Emotional/ Mental Goals:

Goal Completion Date:

Why is the goal important to you? How will your life change when you achieve it?

SMART Goal Checklist:

S

SPECIFIC

Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal, and any support they might expect?

M

MEASURABLE

Does the goal answer the questions of how many, how much and/or how often?

A

ACHIEVABLE

Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the expected results realistic?

R

RELEVANT

Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?

T

TIME-BOUND

Does the goal state a clear and specific completion date?

List potential problems that might keep you from achieving your goal:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Spiritual Goals:

Goal Completion Date:

Why is the goal important to you? How will your life change when you achieve it?

SMART Goal Checklist:

S

SPECIFIC

Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal, and any support they might expect?

M

MEASURABLE

Does the goal answer the questions of how many, how much and/or how often?

A

ACHIEVABLE

Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the expected results realistic?

R

RELEVANT

Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?

T

TIME-BOUND

Does the goal state a clear and specific completion date?

List potential problems that might keep you from achieving your goal:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Experiences/Hobbies Goals:

Goal Completion Date:

Why is the goal important to you? How will your life change when you achieve it?

SMART Goal Checklist:

S

SPECIFIC

Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal, and any support they might expect?

M

MEASURABLE

Does the goal answer the questions of how many, how much and/or how often?

A

ACHIEVABLE

Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the expected results realistic?

R

RELEVANT

Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?

T

TIME-BOUND

Does the goal state a clear and specific completion date?

List potential problems that might keep you from achieving your goal:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Educational Goals:

Goal Completion Date:

Why is the goal important to you? How will your life change when you achieve it?

SMART Goal Checklist:

S

SPECIFIC

Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal, and any support they might expect?

M

MEASURABLE

Does the goal answer the questions of how many, how much and/or how often?

A

ACHIEVABLE

Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the expected results realistic?

R

RELEVANT

Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?

T

TIME-BOUND

Does the goal state a clear and specific completion date?

List potential problems that might keep you from achieving your goal:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Philanthropic Goals:

Goal Completion Date:

Why is the goal important to you? How will your life change when you achieve it?

SMART Goal Checklist:

S

SPECIFIC

Is the goal clearly written, with no ambivalence? Is it clear who needs to accomplish the goal, and any support they might expect?

M

MEASURABLE

Does the goal answer the questions of how many, how much and/or how often?

A

ACHIEVABLE

Can you get the support needed to achieve the goal by the target date? Do you have all the resources needed to achieve the goal? Are the expected results realistic?

R

RELEVANT

Does the goal make a difference in your career? Is it going to make an improvement in your personal life? Is it going to significantly make a difference to your business?

T

TIME-BOUND

Does the goal state a clear and specific completion date?

List potential problems that might keep you from achieving your goal:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date:

Action Item

Due Date: