



# Getting Started with Goal Setting



## Step 1: Identify a Goal

Think about how you can make this goal **specific, measurable, attainable, realistic,** and completed on **time.** (SMART)

Write your specific goal. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My goal is clear? <b>(Specific)</b>	I'll know when I reach my goal. <b>(Measurable)</b>	Is the goal attainable (given knowledge, skills, ability?) <b>(Attainable)</b>	My goal in my reach? <b>(Realistic)</b>	My goal has a time limit. <b>(Time Phased)</b>
How?	How?	How?	How?	How?

What are the benefits to you for reaching this goal? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why is this goal important to you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will you share your goal with for feedback and to help keep you on track?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What will you do to celebrate when you reach your goal? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Step 2: Create an Action Plan

Goal: \_\_\_\_\_  
\_\_\_\_\_

Goal Start Date: \_\_\_\_\_ Goal End Date: \_\_\_\_\_

Steps I Will Use to Reach My Goal: Place a checkmark next to each step once it is completed:

Measurable steps to the goal	Starting and completion dates	What do I need?	Did I achieve it?	Why not? What is my solution?

Who can support me in reaching my goal? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### Step 3: Reflection

Why was this goal important to me? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did I reach my goal?    YES    NO

What things did I do that made it possible for me to reach my goal? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If I did not reach my goal, why didn't I? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did I have to change anything while I was working on my goal? Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did this goal benefit my life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_