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PERSONAL GOAL SETTING WORKSHEET FOR 2009

Following are components of an effective goal – one that describes performance standards that will “tell us what good behavior looks like.” The SMART acronym can help us remember these components.

Specific The goal should identify a specific action or event that will take place.

Measurable The goal and its benefits should be quantifiable.

Achievable The goal should be attainable given available resources.

Realistic The goal should require you to stretch some, but allow the likelihood of success.

Timely The goal should state the time period in which it will be accomplished.

Here are some tips that can help you set effective goals:

1. Develop several goals. A list of five to seven items gives you several things to work on over a period of time.
2. State goals as declarations of intention, not items on a wish list. "I want to apply to three schools" lacks power. "I will apply to three schools," is intentional and powerful.
3. Attach a date to each goal. State what you intend to accomplish and by when. A good list should include some short-term and some long-term goals. You may want a few goals for the year, and some for two- or three-month intervals.
4. Be specific. "To find a job" is too general; "to find and research five job openings before the end of the month" is better. Sometimes a more general goal can become the long-term aim, and you can identify some more specific goals to take you there.
5. Share your goals with someone who cares if you reach them. Sharing your intentions with your parents, your best friend, or your teacher will help ensure success.
6. Write down your goals and put them where you will see them. The more often you read your list, the more results you get.
7. Review and revise your list. Experiment with different ways of stating your goals. Goal setting improves with practice, so play around with it.

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Long-Term Goals(10 years):

_____
_____
_____
_____
_____

Short-Term Goals(five years):

_____
_____
_____
_____
_____

Immediate Goals(six months to one year):

_____
_____
_____
_____
_____

What’s Most Important?

List your three most important goals:

1. _____

2. _____

3. _____

What Could Get in My Way?

List some obstacles to accomplishing your goals:

_____
_____
_____

What Actions Do I Take to Meet My Goals?

What resources will you need?

_____
_____
_____
_____

How can you overcome obstacles?

_____
_____
_____

Who Can Help Me?

List family members, friends and businesses who can help you meet your goals:

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When Do I Start?

Write down a kickoff date for taking action. Indicate when you hope to accomplish the goal:

Start Date	End Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CAREER GOALS

• get a promotion • learn a new job skill • rehab 1 house each month • close 2 to 3 deals per month

My Career Goals:_____

_____

_____

_____

_____

FINANCIALGOALS

• earn a certain amount of money in a specified time program

• set up an investment • get rid of debt

My Financial Goals:_____

_____

_____

_____

_____

EDUCATIONAL GOALS

• earn credits toward a degree

• take adult education classes

My Educational Goals:_____

_____

_____

_____

_____

HEALTH AND FITNESS GOALS

• work out three or four times a week• have an annual checkup • quit smoking

• join a health club • eat nutritious food

My Health and Fitness Goals:_____

_____

_____

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COMMUNITY INVOLVEMENT

• volunteer with a scouting group, at a hospital or a similar organization • join the “keep my city clean” organization

My Community Goals:

_____
_____
_____
_____

SELF UNDERSTANDING

• work to become less anxious, jealous or insecure • meet new people; make new friends

My Personal Goals:_____
_____
_____
_____
_____

SPIRITUAL GROWTH

• set aside time to think about spiritual matters • join a house of worship

Spiritual Goals:

_____
_____
_____

LEISURE TIME

• relax more • make time for a hobby
• plan a trip • go to a baseball game

My Leisure Goals:

_____
_____
_____
_____

After you complete this exercise, keep it in a safe place. Spend at least 10 minutes each morning planning how to translate your long-range goals into action steps. When you make a regular habit of reviewing your goals, you’ll be better able to achieve them.

GOOD LUCK!!