

Goal-Setting Worksheet

Goal-setting is a very important exercise because it helps people define their goals and create manageable steps for achieving them. Furthermore, goal-setting helps to eliminate distraction and focus on what is most important in one's life.

Long-term goals (10 years):

Short-Term Goals (five years):

Immediate Goals (six months to one year):

Which Goals are Most Important?

1.

2.

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 I need?

How can you overcome obstacles?

Who can help me?

List family members, friends and coworkers who can help you meet your goals.

When do I start?

Start Date

End Date

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Career Goals

- Learn a new job skill
- Reach a certain professional level

My career goals:

Financial Goals

- Earn a certain amount of money in a specified time
- Get rid of debt

My Financial Goals:

Educational Goals

- Graduate with honors
- Earn credits towards a degree

My educational goals:
