

GOAL SETTING WORKBOOK



Goals, dreams and aspirations are more powerful when they are in writing and have a plan next to them. They help us to achieve and reach them with simplicity and ease.

In this workbook, we are going to set some goals for your year ahead. Before we do, let's just go through some basics on goal setting.

When making goals, it's important to be SMART, so that you don't overcommit and that they are realistic. Also, you need to make sure that they are achievable goals for you.

So, what is **SMART**?

- Be **SPECIFIC** about what you would like to achieve
- Make sure that your goals have a **MEASURABLE** outcome
- You must be able to **ACHIEVE** your goal, it should be positive and motivates you
- Your goal must be **RELEVANT** to you and be something important in your life
- Make sure it can be achieved within the a **TIME** of 12 months

Ok, so now we are ready!

List 3 goals that you would like to achieve in the next 12 months

Goal 1

Goal 2

Goal 3

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Now we are going to put some timeframes to your goals.

When do you want to achieve these by?

My first goal is...

I want to achieve this by...

My second goal is...

I want to achieve this by...

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My third goal is...

I want to achieve this by...

Your belief system is extremely important, a positive and enthusiastic approach helps with achieving goals.

What do I need to believe in order for me to achieve my goals?

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There are many wonderful reasons to have a life and goal plan, but one of the most important is that you are putting it down on paper what you want to achieve - which keeps you motivated and helps to bring your goals to reality.

The weekly planner is great to put some structure on what you need to do each week, as well as acknowledge your achievements along the way.

Either print this off and put in a place where you will see it on a regular basis, to help you keep track on your progress.

Lastly, think about how you will feel when you have reached your goal. What will life look like for you and what will you do to celebrate reaching your goal? There is a section on the last page of this workbook for you to complete.

MY WEEKLY PLAN



Week Commencing:

Goal	Task Description	Completed

Achievements this week	Date

I will be celebrating my achievements by:

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Achieving goals is a huge accomplishment for us as individuals, and it's important to acknowledge how we feel when we have reached a goal.

At this point, this helps you to visualise how it will feel when you have got there.

How will I feel when I have achieved each of my goals?

Goal 1 -

Goal 2 -

Goal 3 -

What will I do to celebrate reaching each of my goals?

Goal 1 -

Goal 2 -

Goal 3 -