

Goal Setting Worksheet

This Goal Setting Worksheet will help you identify your goals and detail plans for their attainment. The more clearly you define your goals, the more quickly and effectively you can attain them. If your goals are not in writing, then they might be forgotten over time. Written goals can easily be tracked for a year, decade or several decades. As the Chinese proverb says “The palest ink is better than the best memory.” Therefore it’s best to put your goals in writing.

Your Goals Setting Worksheet should include a wide range of goals. Some of them should be easy and some challenging. List goals for different categories of life, such as your: health, family, career, finances, hobbies, benevolent interests, etc. Complete this worksheet and post it where you can see it every day – like above your desk or on your bedroom wall. Update this sheet as you get closer to attaining your goals. Proudly check-off goals when they are attained. Attach additional sheets of paper as needed.

For more goal-setting tips and inspiration visit MattByron.com; or order the book [Live Your Dreams: Powerful Strategies for Attaining Your Greatest Goals](#) on Amazon.com.

EXAMPLE: HEALTH & FITNESS GOALS

Goal Name	Plan (List 3 key actions necessary to attaining the goal)	Start & Completion Date:
<input checked="" type="checkbox"/> 1. To run a mile under 7 minutes <i>(Check the box once the goal is completed)</i>	<ol style="list-style-type: none">1. Use a stopwatch to time how fast I can run a mile today2. Run 1 mile 3 times per week for the next 30 days3. After a month of training, time my new record speed	Start: Jan. 1 st Finish: Feb. 1 st
<input type="checkbox"/> 2. To learn about healthier eating habits	<ol style="list-style-type: none">1. Visit library and borrow 3 books on eating healthily2. Read at least 30 minutes every day3. Finish reading the 3 books within a month	Start: Jan. 1 st Finish: Feb. 1 st
<input type="checkbox"/> 3. Join intramural basketball team	<ol style="list-style-type: none">1. Search the Internet for local intramural teams2. Join the team3. Practice shots on my own, until the team season starts	Start: Feb. 1 st Finish: March 15 th

PERSONAL GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start: Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start: Finish:
<input type="checkbox"/>	3	1. 2. 3.	Start: Finish:

HEALTH GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start: Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start: Finish:
<input type="checkbox"/>	3	1. 2. 3.	Start: Finish:

GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start: Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start: Finish:
<input type="checkbox"/>	3	1. 2. 3.	Start: Finish:

GOALS

	Goal Name	Plan	Start & Completion Date
<input type="checkbox"/>	1.	1. 2. 3.	Start: Finish:
<input type="checkbox"/>	2.	1. 2. 3.	Start: Finish:
<input type="checkbox"/>	3	1. 2. 3.	Start: Finish: