

Goal Setting Worksheet

Today's date:

!	My goal is:	!	Completion date:
1	What is the first step?		Target completion date:
2	What is the second major step?		Target completion date:
3	What is the third major step?		Target completion date:
4	Next step?		Target completion date:
5	Final step?		Target completion date:

How to use this template

1. Type a goal in the symbol labeled "My goal is."
2. Type the proposed completion date in the box labeled "Completion date."
3. Consider the steps involved in addressing the goal and type them into numbered symbols. Add or delete symbols as necessary.
4. Enter target completion dates in the appropriate symbols. The target date corresponding to "Final step" should be the same as the date in the "Completion date" symbol.
5. Adjust dates and steps as necessary to allow for reasonable deadline completion.

Benefits of using the Goal Setting Worksheet template

Using this template lends concreteness to the goal setting process. It also increases the likelihood of accomplishing goals by naming and dating the steps involved, to determine a time frame. This template can be used for long-term projects such as research papers, completing missing assignments, meeting the requirements of a specific grade and so forth.