

Targeted Goal Setting Worksheet (Part 2)

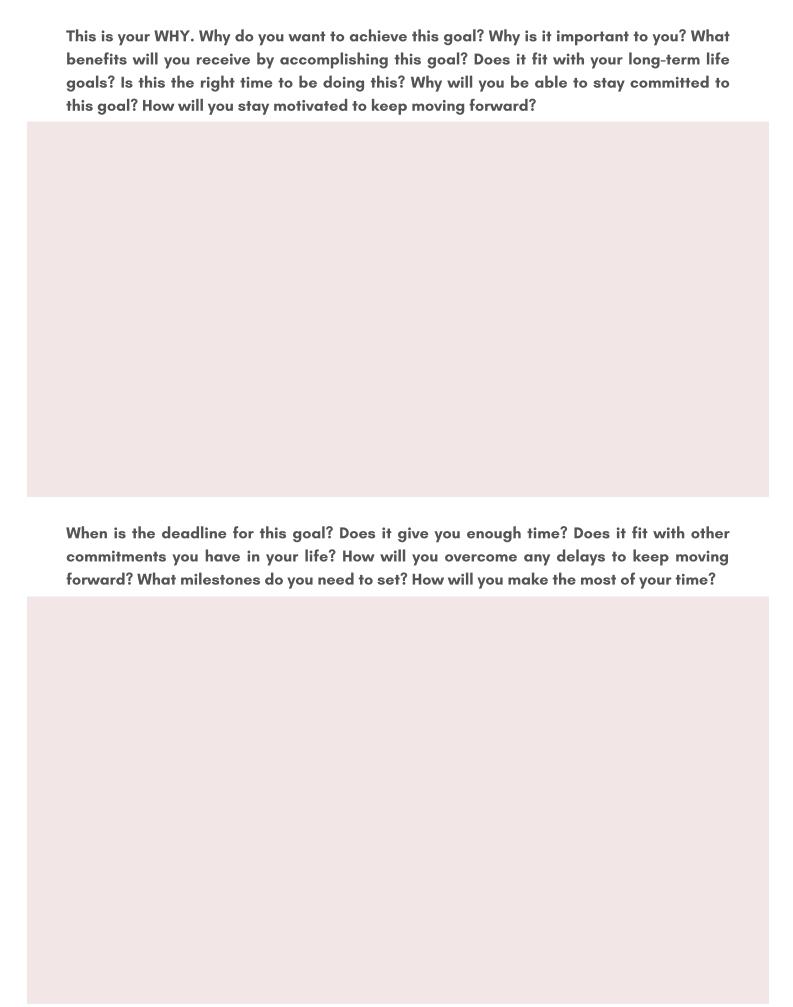
This worksheet was created to work alongside the 'Targeted Goal Setting Worksheet' Part 1. This is where you're going to get very specific and break down the questions given on Worksheet 1, to plan out your goal and track your progress. Before you start setting goals, you need to set the groundwork for success. Answering the questions on this worksheet will ensure you're choosing the right goal, for the right reason, and have a plan to reach it.

Today's Date:	Target Date for Completion:
Goal:	Planned Start Date:

What exactly do you want to accomplish? Be specific. Be clear. Be detailed. Visualize it and then write it out. Make it personal to you. What skills, knowledge and resources will you need to accomplish this goal? How will your life change when you reach this goal?



How will you know if you're making progress? How will you know if you're still on track for your completion date? How will you know when you've reached your goal? Use numbers or values that you can track.
Is this a realistic goal? Is it within your reach? Can it be achieved within your time frame? Do you have the knowledge, skills and resources to achieve this goal? If not, do you have the ability to get them? Do you have the confidence & motivation to do this? If not, how will you get and maintain it?



ACTION STEPS

NECESSARY ACTIONS	DATE COMPLETED



MILESTONE TRACKING

MILESTONE	DATE COMPLETED



PROGRESS REPORT

Week	Not Going Well	Pushing Forward	Steadily Improving	Almost There	Goal Achieved	NOTES
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

