



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?



This is your WHY. Why do you want to achieve this goal? Why is it important to you? What benefits will you receive by accomplishing this goal? Does it fit with your long-term life goals? Is this the right time to be doing this? Why will you be able to stay committed to this goal? How will you stay motivated to keep moving forward?

When is the deadline for this goal? Does it give you enough time? Does it fit with other commitments you have in your life? How will you overcome any delays to keep moving forward? What milestones do you need to set? How will you make the most of your time?



ACTION STEPS

NECESSARY ACTIONS

Large empty rectangular area for listing necessary actions.

DATE COMPLETED

Large empty rectangular area for listing dates completed.



MILESTONE TRACKING

MILESTONE

DATE COMPLETED

Large empty rectangular area for entering milestones.

Large empty rectangular area for entering completion dates.



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						

