

SHORT TERM GOALS **GOAL SETTING WORKSHEET**

Use the format below to list your most important goals (less than 2 years away) together with a time-frame within which you plan to achieve each goal.

Major Goal 1: _____

My time-frame for this goal is: _____

My "Stepping Stones" or intermediate goals to achieve this major goal are _____

Major Goal 2: _____

My time-frame for this goal is: _____

My "Stepping Stones" or intermediate goals to achieve this major goal are _____

Major Goal 3 _____

My time-frame for this goal is: _____

My "Stepping Stones" or intermediate goals to achieve this major goal are: _____

Remember the most effective types of goals are those which are:

- **Measurable.**
- **Specific.**
- **Flexible.**
- **Challenging, yet achievable.**
- **Which monitor progress.**