

my goals worksheet

goal terms and definitions

immediate goals - Describe what you expect to accomplish within the next month (1-2 months or more) (1-2 days). Immediate Goals can also be made toward objectives that will take a longer period of time to accomplish. ("Within the next month, I would like to...")

short-term goals - Describe what you expect to accomplish between the next eight (8) days to three (3) months. Short-Term Goals can also be made toward objectives that will take a longer period of time to accomplish. ("Within the next three months, I would like to...")

long-term goals - Describe what you expect to accomplish between the next three (3) months to twenty (20) years. Long-Term Goals may be the end result of many Short-Term Goals/Short-Term Goals, and they can also be made toward your 5-10 Year Goals. ("Within the next ten years, I would like to...")

10+ Year goals - Describe what you expect to accomplish between the next ten (10) years and beyond. 10+ Year Goals are the most of goals that will take years to develop, or years to accomplish. They also include objectives for your family, occupation, education, retirement, and more goals. ("Within ten to fifteen years, I would like to...")

5 elements of "useful goals"

- specific:** Describes what you want to accomplish with as much detail as possible.
- measurable:** Describes your goal in terms that can clearly be evaluated.
- achievable:** Takes energy and discipline to accomplish.
- valuable:** A "useful" goal that you believe you are capable of achieving.
- clear completion date:** Goals that have longer-term goals have clearer goals and clearly specify and target completion dates.

6 goal categories

- Family and Home
- Spiritual and Ethical
- Financial and Career
- Physical and Health
- Social and Cultural
- Mental and Educational

5 elements of "useful goals"

To give a broad, balanced coverage of all important areas in your life, try to set goals in some or all of the following areas. Some of these areas are very important, though not necessarily more so than... BUT ALL ARE IMPORTANT AND SHOULD BE TAKEN INTO ACCOUNT. The following are simply a few of many areas... and they are only meant to get your thoughts rolling on your own goals!

Spiritual: Where would you like to see yourself relating to the "Divine"? What goals are you interested in setting (charity, service, volunteer service, social, moral, religious, studies, church-related, religious studies, social, moral, family, moral, healthy, etc.)?

Academic: Do you want to enhance any areas (grades)? If so... what?

Attitude: In any part of your career/working area, how? In what way part of the way that you believe that works you? If so, set a goal to improve your attitude in that situation or area.

Career: What would you want to reach in your career?

Education: Is there any knowledge you want to acquire or participate? What information and skills will you need to achieve other goals that you get to college?

Family: Do you want to be a parent? If so, how are you going to be a good parent? What do you need to be doing right now to prepare yourself for your future child? Are you planning to that child already? How do you want to be raised - by your grandparents or by members of your extended family?

Financial: How much do you want to earn by what stage?

Physical: Are there any athletic goals you want to achieve, or do you want your health (diet, exercise, etc.)? What steps are you going to take to achieve this?

Retirement: How do you want to enjoy retirement? - you should ensure that money of your life is for you!

Public Services: Do you want to make the world a better place by your activities? If so, how?