

## GOAL SETTING AND AUDIT WORKSHEETS

### GOAL SETTING WORKSHEET

All the goal setting research and programs use essentially the same five rules for defining and pursuing goals. Goals must be realistic, time-specific, stated with a positive declaration, measurable and written.

Here's a worksheet you can use to develop and record any goal you want to accomplish. Start by writing a first version (as you see it):

My goal is: \_\_\_\_\_

\_\_\_\_\_

Now go through the first four steps.

**1. Is your goal realistic, but challenging?**

I can accomplish my goal because:

\_\_\_\_\_

\_\_\_\_\_

**2. Put a time frame on it:**

I will accomplish this goal by \_\_\_\_\_

**3. Make sure the goal is stated in a positive context:** State what you ARE going to do (or be). Don't use negative terms: "I will maintain my weight at 175 pounds" rather than "I'm going to lose 25 pounds". "I'll have 5 employees" rather than "I will not hire more than 5 employees".

**4. State it in measurable terms or set up ways to measure it (dollars, steps completed):**

Specifically I'll know my goal is accomplished when:

\_\_\_\_\_

\_\_\_\_\_

**5. Now write out your final complete goal:**

My goal is:

\_\_\_\_\_

\_\_\_\_\_