



Goal Setting Workbook



Goal-Setting Workbook

*Good planning and hard work lead to prosperity, but hasty shortcuts lead to poverty.”
~ Proverb of King Solomon*

Background

We all live busy lives these days. And for many of us, finding time to ponder and reflect on what we want from life seems a waste of our precious time, or simply a distraction from the 101 things we have on our to-do list.

But if you don't know what you want, it's impossible to have a clarity and direction, and we end up going wherever life takes us. We could end up anywhere and exhausted everywhere.

Not knowing what we want also makes it hard to say no to others. How can we prioritise ourselves when we have nothing to work towards? We must have a reason to say no.

Having goals also gives us purpose in life. When we know what we want, we can get focused and ask ourselves, does this move me towards or away from my goals?

If you don't know what you want, you'll end up with what you get! So, let's get started.

Instructions

- Create a space in your busy schedule.
- Find a quiet spot or nice, cosy coffee shop, we won't be interrupted by day-to-day life.
- Answer the questions below!



Part 1 - Brainstorm ideas.

The purpose of this exercise is to brainstorm goal ideas and **identify five ideas** that can be turned into goals.

1. For each of the two list below, aim for as many items, as you can, from big to small, anything and everything you can think of.
2. Then **circle five** of your ideas from the other list as possible goals, these are the five things, the grab you, inspire or excite you.

List below, every think you **WANT** to **BE, DO** and **HAVE** in the next 1 to 5 years.

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List below every think you **DON'T WANT** to **BE, DO** and **HAVE** in the next 1 to 5 years.

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Part 2 - Refine your ideas.

Working towards an exciting goals is a hard slog. Let's check your five potential goals and make sure they're exciting for you before you go any further.

<p>Write the top five items you might like as goals:</p> <p>Pick five things you may like to work on for the coming year. You can use the five ideas from Part 1 or anything else you can think of that you may want to work on in your year ahead.</p>	<p>What would achieving this goal do for you?</p> <p>How are you feel? How will your life be different?</p>	<p>How exciting is this goal?</p> <p>Score it out of 10 below</p>
1.		/10
2.		/10
3.		/10
4.		/10
5.		/10

Are you excited? If your excitement score is 8 or more: congratulations, you found great goals! But if your excitement score is less than 8, consider what (if anything) would make that goals, score higher before continuing with that goal.



Part 3 – Set Your Goals!

Now it's time to pick three goals to actually work with. The best goals are:

Aligned with your values. The more a goal aligns with your core values, the easier it will be to achieve. Yes, you can achieve goals that don't align with your values, but it's usually harder and less satisfying, so trust your gut instinct here.

Stated in the positive. Focus on what you **want**, i.e. I want healthy fingernails, rather than I want to stop biting my nails. This gives you a clear visual to work towards rather than a constant reminder of what you don't want.

Specific! The more specific your goals are, the easier it is to keep steering in the right direction, and the easier goals are to achieve!

<p>Write down 3 Annual GOALS you want to move forward with:</p> <p>Review your worksheet so far, and choose 3 meaningful goals for yourself.</p> <p>What would you be disappointed NOT to achieve this year?</p>	<p>Why bother?</p> <p>What outcome are you looking for?</p> <p>Why do you want this goal?</p> <p>What are the benefits to you?</p> <p>This boosts motivation.</p>	<p>When will you achieve it by?</p> <p>This is the date to aim for, and inspire you, not beat yourself up with.</p>	<p>How will you know you've achieved your goal?</p> <p>What and how can you prove it has been completed?</p>
1.	<ul style="list-style-type: none"> • • • 	Month Year ____ / 20__	
2.	<ul style="list-style-type: none"> • • • 	Month Year ____ / 20__	
3.	<ul style="list-style-type: none"> • • • 	Month Year ____ / 20__	

Excellent! Now let's take a look at how you can help yourself achieve these and how you might get in your own way.

Part 4 – Prepare for Success

Success accelerators: what can I start doing, stop doing, do more or less of that will help me achieve my goals?

Smash those obstacles: what could get in the way? If you were going to sabotage yourself, how would you do it?

What is the best advice I could give myself to make sure I achieve these goals?

Part 5 – Take Action.

Choose one thing you will do for each goal in the next month. Yes, you can start now.

Write out one action. You're complete toward each goal in the next month. This is your first step. Break the action down into smaller steps or actions until you can commit 100%. If you want to do more than one action, great, but there must be a minimum of one.

Goal 1 Action _____ by _____

Goal 2 Action _____ by _____

Goal 3 Action _____ by _____

And finally, what one action will I start tomorrow? _____

Part 6 – Support and Commitment.

Who will help and support me? Who are my cheerleading team?

Example, your personal trainer, life coach, a friend, gym partner, family member, a work colleague. Get specific as to how they can support you.

1. Who? _____ How specifically? _____

2. Who? _____ How specifically? _____

3. Who? _____ How specifically? _____

Who will you have to **BE** to achieve these goals? _____

I am committed to achieving my goals. Signed: _____

Congratulations! Just one more step.

To really commit to your goals, complete the goal summary sheet on the next page.



Part 7 – Take Off!

Here is a summary sheet to complete and commit one step further to your goals. Simply copy through your answers from the relevant parts of this worksheet.

Annual Goal Setting Summary Sheet.

My Name is:

My top three annual goals are (See Part 3 of this worksheet.)

1. _____ by _____
2. _____ by _____
3. _____ by _____

The benefits to me of my goals are (See Part 3 of this worksheet under “Why bother?”)

1. _____
2. _____
3. _____

My biggest success accelerators are (See Part 4 of this worksheet.)

1. _____
2. _____
3. _____

My key action steps are (See Part 5 of this worksheet.)

1. _____ by _____
2. _____ by _____
3. _____ by _____

My cheerleaders are (See Part 6)

1. _____
2. _____
3. _____

Stay on track.

Now you have completed the summary sheet, take a photocopy of it and put it somewhere where you'll see it regularly, like your fridge or bathroom mirror.