

Goal Setting Worksheet

Part 1: Defining My Goal

Setting goals is an important tool that allows you to monitor and promote personal growth. On this worksheet, you will write down one goal. Writing down your goals is a very personal and rewarding feeling, and you might be surprised to learn something new about yourself. Since goal setting can be personal, your goal can be for your eyes only; no one has to see it but you.

You have probably heard of SMART goals. The acronym SMART has several slight variations, but at Keyspire®, our SMART goals are:

S **Specific** - What exactly is your goal? Whatever your goal is—whether it's a financial, personal or professional goal—be as specific and descriptive as possible when defining it. The more clearly defined your goal is, the more likely you will achieve it.

M **Measurable** - If you can't measure your goal, you can't achieve it. You must be as objective as possible when setting your goal by breaking it down into measurable elements. Being subjective creates too much "grey area," and it will be unclear whether or not you have actually reached your goal. For example, instead of your goal being "I want to be rich in five years," set the goal to, "I want to have a net worth of \$1 million dollars in five years."

A **Attainable** - Take an honest look at your situation, assess your strengths and weaknesses, and set your goal realistically. Set your goal as high as you honestly can, and do whatever it takes to get yourself there. Attaining your goal will require certain resources, which can include training, tools, a support team, and even scheduling time to work on your goal.

R **Relevant** - Throughout your Keyspire® training, you have been asked "What is your WHY"? What is the reason you want to reach this goal? Who are you doing this for? How will your life be better for having achieved this? Knowing your "why" will keep you motivated when things get difficult or discouraging. The more the goal means to you, the harder you will work to achieve it.

T **Timely** - It is essential to set a starting date and a deadline for your goal. A timeframe provides you with the urgency necessary to start taking action towards achieving your goal. Commit to your deadline and transform your "someday" goal into an achievement!

E **Evaluative** - Evaluate or review your goal often. Your goal is not set in stone, and may change and evolve as your career progresses and as you grow as a person. Your goal and plan should be flexible, so you can adjust to overcome setbacks or redirect your efforts if you complete your goal early.

R **Rewardable** - Remember to reward yourself at each step of the way. While the successful completion of a goal fulfills your "WHY", and is therefore its own reward, it is still important to celebrate individual wins for added motivation.

My Goal:

Write down your SMARTER goal below:

Specific: My goal is to...

Measurable: I will know I have reached my goal when...

Attainable: To reach my goal I will need...

Relevant: What is my "why"? What makes this goal important to me?

Timely: I will reach my goal by (date):

Evaluative: How often will I review my goal?

Rewardable: When I have achieved my goal, how will I celebrate?

Part 2: My Action Plan



Now take your goal and break it down into a multistep action plan. To stay organized and motivated, use the table below to define each step pertaining to your goal.

Specific	1.	2.	3.
Steps to achieving this goal:			
Measurable			
How will I know that I have completed this step?			
Attainable			
What resources are needed for this task? (Items, time, information, people, etc...)			
Relevant			
How does this action get me closer to my goal?			
Timely			
When should this task be completed to keep my overall goal on schedule?			
Evaluative			
Did I complete this step on time? Has my goal changed? Do I need to revise my plan?			
Rewardable			
What can I do to acknowledge this step is successfully completed?			

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