

GOAL SETTING WORKSHEET

What will I do:

How will I do it:

When will I do a check-in to evaluate my progress:

How will I know I am on track:

By when will I achieve my goal:

How will it feel to achieve this goal:

GOAL:



GOAL SETTING WORKSHEET COMPANION

What will I do:

The goal you want to achieve. With specific details of what achieving that goal entails.

Example: "I will pay off my \$1,000 credit card bill"

How will I do it:

The exact steps you will take to achieve your goal. Be as specific as possible.

Example: "I will clear out my basement of things I don't use anymore and my closet of things I don't wear anymore and sell them on eBay. I will put away \$50 from each paycheck. I will make my meals at home instead of eating out for lunch."

When will I do a check-in to evaluate my progress:

Checking in on your progress is an important part of hitting your goals. When will you evaluate your progress?

Example: "halfway to my goal completion date of 12/31, which is 9/1"

How will I know I am on track:

What will you have done by that date, to show you are on track to completing your goal in time?

Example: "I will have paid off \$500 of my \$1000 bill. I will have already cleared out my basement and sold the items I no longer use."

*you may have more than one check-in date. The more scheduled check-ins you have, the easier it will be to stay on track. Make sure you have specific evaluation plans for each check in.

By when will I achieve my goal:

Date your goal will be achieved

Example: 12/31

How will it feel to achieve this goal:

Specific emotional results of hitting this goal.

Example: "When I pay off this credit card I will feel more in control of my finances, and will help lower my stress about

GOAL:

Put together your outline into a sentence or two.

Example: I will pay off my \$1,000 credit card bill before 12/31 by putting away \$50 from each pay check, and selling no longer used items from my basement and clothing I no longer wear. I will check on my progress on 9/1 and will know I am on track if I have already cleared out an sold unused items from my basement and paid off \$500 of my bill. I will reevaluate if I am not on track as of 9/1