

GOAL-SETTING WORKSHEET

Name: _____

Date: _____

Timeframe: _____ (e.g., 3 months, 6 months, 1 year)

1. VISION & PURPOSE

My Vision:

What is my long-term vision? What do I want to achieve overall?

Why This Goal Matters:

What will achieving this goal do for me, my career, or my life?

2. GOAL STATEMENT (SMART FORMAT)

Goal	Specific	Measurable	Achievable	Relevant	Time-bound
Example: Increase LinkedIn engagement	Grow followers & post consistently	+500 followers in 6 months	Can dedicate 3–4 hrs/week	Aligns with career growth & personal brand	6 months

My Goal:

3. ACTION PLAN / STRATEGIES

Step / Action	Resources Needed	Deadline	Progress Notes
Example: Post 2 articles per month	Canva, LinkedIn account, research	End of Month 1	
Example: Connect with 5 new industry contacts weekly	LinkedIn	Weekly	

4. POTENTIAL CHALLENGES & SOLUTIONS

Challenge	Possible Solution / Mitigation
Lack of time	Schedule dedicated 30-min blocks daily
Motivation dips	Join accountability group or find mentor
Limited resources	Use free tools or internal resources

5. SUCCESS METRICS / KPIS

Metric	Target	Tracking Method
Example: Number of LinkedIn followers +500		LinkedIn Analytics
Example: Articles published	12	Track in Google Sheet
Example: Connections made	20	LinkedIn CRM / Notes

6. ACCOUNTABILITY & SUPPORT



- Who can help me stay accountable?

- Mentor / Coach / Peer:

- Check-in Frequency:

Weekly / Biweekly / Monthly

7. REVIEW & REFLECTION (END OF TIMEFRAME)

- Goal achieved?  / 
- Key successes:

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- Lessons learned:

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- Next steps / follow-up goals:
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TIPS FOR EFFECTIVE GOAL SETTING

1. Use **SMART criteria**: Specific, Measurable, Achievable, Relevant, Time-bound.
2. Break large goals into **small, actionable steps**.
3. Track progress regularly and adjust strategies as needed.
4. Share your goals with an **accountability partner**.
5. Reflect on successes and failures to **inform your next goal**.