Goal Setting Worksheet

Step 1: Using the SMART method in the goal setting process:

- **Specific**: Be specific in the actions you will take. When, Where, Who, What and Why.
- **Meaningful:** It needs to be meaningful, genuine, high-in-value, not subject to trying to please others, but hold importance to you.
- **Adaptive:** It should improve you quality of life, move you forward and be flexible to change.
- **Realistic:** Based on your time, health, finances, skills, etc., make it realistic for you.
- **Time:** Set times to your goals; years, months, days, dates, hours, be specific.

Step 2: My Goals Are:

1. **Long Term Goal(s)** (things I can do over the next months and years)

2. **Medium Term Goal(s)** (things I can do over the next weeks and months)

3. **Short Term Goals** (things I can do over the next days and weeks)

4. **Immediate Goals** (small, simple, easy, I can do in the next 24 hours)