



# ANNUAL GOAL-SETTING WORKSHEET

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## BACKGROUND:

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- We live busy lives and for many of us, finding time to ponder and reflect on what we want from life seems like a waste of our precious time - or simply a distraction from the other 101 things we have on our lists.
- But if you're not clear on what you want it's impossible to have direction - we end up going wherever life takes us. We could end up anywhere or everywhere.
- Not knowing what we want also makes it hard to say "No" to others. How can we prioritize ourselves when we have nothing to work towards for ourselves? We have no 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 my goals - or away from them?"
- "If you don't know what you want, you'll end up with what you get" So, let's get started.

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## INSTRUCTIONS:

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1. Create a space in your busy schedule.
2. Find a quiet spot - or a nice cozy coffee shop where you won't be interrupted by your normal life.
3. Answer the questions below!

### Part 1 - Brainstorming Ideas:

The purpose of this exercise is to brainstorm goal ideas and identify 5 ideas that could be turned into goals. With each of the 2 lists below, aim for as many items as you CAN from big to small - ANYthing and EVERYthing you can think of. Then CIRCLE 5 of your ideas as possible goals - the first 5 things that grab you, get you inspired or excited.

1. List below all the things you want to BE, DO and HAVE in the next 1-5 years:

2. List below everything you DON'T WANT to BE, DO and HAVE in the next 1-5 years:

## Part 2 – Refining Your Ideas:

Working towards unexciting goals is a hard slog. So, we're just checking your 5 potential goals and making sure they're exciting for you before you go any further.

<b>Write the Top 5 items you MAY like to work with:</b> Pick 5 things you might like to work on for the coming year. You can use the 5 ideas from Part 1 or anything else you can think of that you may want to work on in the year ahead.	<b>What would achieving this goal do for YOU?</b> How will you FEEL? How will your life be different?	<b>How EXCITING is this goal?</b> Score it out of 10 below
1.		_____/10
2.		_____/10
3.		_____/10
4.		_____/10
5.		_____/10

**Are you Excited?** If your Excitement Score is 8 or more – Congratulations, you have found great goals! But if your Excitement Score is less than 8, you may want to reflect on what would make that goals score higher before continuing with it.

## Part 3 – Set Your Goals!

**Now it's time to pick 3 goals to work with. The best goals are:**

- Aligned with your values.** The more a goal aligns with your inner or core values – the EASIER it will be to achieve. Trust your gut instinct here.
- Stated in the positive.** Focus on what you WANT ie. "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 you are, the easier it is to keep steering in the right direction - and the easier it is to achieve!

<b>Write below the 3 Goals you WILL work with:</b> Review what you've done so far and choose 3 goals for yourself. What would you be disappointed if you DIDN'T achieve?	<b>Why bother?</b> What outcome are you looking for? WHY do you want this goal? What are the BENEFITS to you?	<b>WHEN will you achieve it by?</b> A date to aim for & inspire you, not beat yourself up with	<b>HOW will you know you've achieved your goal?</b> What and how can you prove it has been completed?
1.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	Month      Year _____/2_____	
2.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	Month      Year _____/2_____	

	•		
3.	• • •	Month _____	Year _____/2_____

**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 – Preparing for Success:

**i. Success Accelerators:**  
 What can I start doing, stop doing, do more or less of that will help me achieve my goals?

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**ii. Smash those Obstacles:**  
 What could get in the way? If you were going to sabotage yourself how would you do it?

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

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### Part 5 – Preparing for Success:

**So, what ONE thing will you do for EACH goal in the next month?** Write out just ONE action that you will complete towards EACH goal in the NEXT MONTH. This is the FIRST STEP. Break the action down into a smaller step or action 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 & support me? Who are my CHEERLEADING TEAM?**

Eg. Your personal trainer, coach, a friend, gym-partner, family, 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!

Want to commit one stage further to your goals? Here is a summary sheet to help you:

Goals Summary Sheet	
	<p>My <b>CHEERLEADERS</b> are: <span style="float: right;"><i>See part 6</i></span></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
<p>My <b>Goals</b> are: <span style="float: right;"><i>See part 3 of this worksheet</i></span></p> <p>1. I _____ by _____</p> <p>2. I _____ by _____</p> <p>3. I _____ by _____</p>	
<p>The <b>BENEFITS to me</b> of my GOALS are: <i>See part 3 of this worksheet (under why bother?)</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	<p>My <b>KEY Action Steps</b> are: <i>See part 5 of this worksheet</i></p> <p>1. _____</p> <p>by _____</p> <p>2. _____</p> <p>by _____</p> <p>3. _____</p> <p>by _____</p>
<p><b>My Success Accelerators:</b> <i>See part 4 of this worksheet</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	<p>Signed: _____</p> <p>Date: _____</p>
<p>For personalized coaching and to learn more about <b>Source Point Coaching</b> visit <a href="http://www.sourcepointcoaching.com">www.sourcepointcoaching.com</a></p>	