

Goal Setting

List the goals you would like to achieve and the reason you would like to achieve them. To the right, list the date you would like to achieve your goal by. Then, check off the Goal once it has been accomplished.

Goal	Reason	Due Date	Completed

List the steps that you must take in order to achieve your goals. First simply list the activities that you must do in order to achieve your goal. After you have listed items on your to-do list, go back and rank them in order of importance. Then set a realistic date for you to complete each item. After determining the initial steps in reaching your goals, break each one down further into the smaller steps you will need to accomplish on the road to reaching your goals. Revise your time table as needed. Set a completion date.

Start Date	Steps to Reach my Goals	!	Complete Date	Small Steps to Reach my Goals	Complete Date

Determine what strategies you must employ in order to stay on track. List them here and list how often you will perform each strategy.

Strategy	S-M-T-W-Th-F-S	Strategy	S-M-T-W-Th-F-S

It takes time and repetition to change a behavior. Revise your goals and strategies as needed and be realistic when setting your goals. Follow the **SMART** process – goals should be:

Specific **M**easurable **A**ction oriented **R**ealistic and **T**ime-Driven

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