

# Goal Setting Forms

The intention of the goal setting forms is to help you use the goal setting method to set your own goals. You may go to our website <http://www.goal-setting-for-success.com> and study more useful goal setting information.

1. We recommend that you commit an hour to work through this goal setting form.
2. We recommend that you are completely honest with yourself throughout the process.
3. We recommend you keep this goal setting form well for future reference.

We sincerely hope that it helps you to achieve everything that you want from life. Good luck.



## Step 1. Identify your personal values and mission statement.

Now let 's do one exercise. This may happen many, many years later. I have live a fruitful and enjoyable life. Imagine at my funeral, what will my epitaph be? What comments do I receive from my close life partner, close friends, close colleagues, etc? Imagine what they will say, how they will say it.

Start by writing down a few words or sentences that best describe your aspirations, meaning or guiding principles. This is your big picture.

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## Step 2. Figure out the goals you want to achieve.

Life has many aspects. You may choose goals that are necessary for your health or happiness. There are also many other aspects for life too. Setting personal goals can be in these areas:

### Attitude:

Attitude is everything. Your attitude can determine whether you will be successful. Is any part of your mindset holding you back from making progress? Do you talk too much but seldom do anything? If so, take time to confront your negative attitude and find a solution to change it.

### Career:

Do you love your job? What level do you want to reach in three years time? And in five years time? Do you have the skills for promotion?

### Education:

Are you still growing and learning? The world is changing fast. We have to continue learning to catch up with the world. Learning is a life long process. We should learn all our lives and never stop.

### Family:

How much time do you spend with your family every day? Are you too busy to stay with them? Do you want to do something for them? Family is not only our living space, but also our spiritual home.

### Financial:

How much do you want to earn by what age in your life? What can you do to make them come about?

### Health:

Are you satisfied with your current health? Do you want good health deep into old age? What steps are you going to take to achieve physical and mental health?

### Pleasure:

How do you want to enjoy yourself? Do you have a hobby? Do you have good friends to enrich your life? You should ensure your life to be happy.

### Public Service:

Do you want to make the world a better place? What can you do for them? You can show your love by contributing to the public service.

Brainstorm your goals in every aspects of life. For each aspect, you may ask yourself these questions:

What do I want to be?

What do I want to do?

What do I want to have?

Brainstorming process will give you a good idea of what you want. You need to make sure that if you can achieve these goals. Use personal SWOT analysis tools to find out if your goals are achievable.

SWOT stands for Strengths, Weaknesses, Opportunities and Threats. In your each life aspect, you may ask yourself questions in these four points. Just write down the answers you can think of.

**Strengths:**

- What are your core competencies in this area?
- What are your abilities, skills talents in this area?
- Do you have any specialist knowledge in this area?
- What resources do you have that support this strength?
- Who can you ask for advice, support or help?
- What personal behavioral traits do you have that are strengths in this area?

**Weaknesses:**

- What are your main limitations in this area?
- In what areas could you improve?
- Are there any resources (money, time, help) that you don't have?
- What is not working in this area right now?
- What personal behavioral traits do you have that are weaknesses in this area?

**Opportunities:**

- What opportunities have you been considering in this area?
- Who could support you to help you achieve your goal?
- What could you improve in this result area for you?
- How can you take advantage of your strengths to pursue these?
- What major change do you need in your life to improve this area?
- Are there any special tools you can use or develop to help?

**Threats:**

- What external influences may hinder your success?
- How could these affect you?
- What obstacles or roadblocks are in your way?
- Do any of your weaknesses increase the level of these threats or the impact?
- What strengths do you have that could help you reduce the identified threats?

Carrying out a personal SWOT analysis can help you to understand yourself and support you to make decisions. For each of your life aspect, you need to use the personal SWOT analysis. Take out a large piece of paper and divide the paper into four quadrants, list them separately. You will soon have a clear picture of yourself.

### **Step 3. Write your goals down. Make sure the goals are SMART and they are top quality goals.**

**SMART** stands for Specific, Measurable, Achievable, Relevant and Time-bound. It is a useful reminder of how to write top quality goals. Here is what it means.

**Specific** means that you describe your goal in as much detail as possible, the more clearly defined, the better.

**Measurable** will let you know how you process your goal. You stay on track, reach your goal little by little, and see your progress.

**Achievable** means that you can complete the goal. It doesn't mean easy, just that you can have a reasonable expectation of achieving the goal.

**Relevant** means that the goal is important to you. It's something that you genuinely want, that fits in with your values and beliefs, and that you are prepared to work towards the goal.

**Time-bound** means you have to put a deadline on achieving your goal.

Write your goals down.

**GOAL:**

*Describe the Goal- be specific:*

*Why this goal is important to me?*

*What actions are you going to take:*

*It is realistic: yes no (if no, how can you make it achievable or realistic?)*

*Time When Completed:*

*What is the reward:*

You can also use [goal setting worksheet](#) to write your goals down. Limit your goals to between 5 and 6 at any one time. To achieve your goals you have to focus your efforts and energy. As you progress and complete goals, you may add new goals.

#### **Step 4. List the skills and knowledge required to reach your goal.**

Success needs a lot of preparation. If you want to be successful, you need to prepare well. Nothing happens just by accident. Take a look at all of the factors that are keeping you from accomplishing your goal and develop a plan to overcome them.

#### **What Prevents Me from Getting the Goal?**

Ask yourself the following:

*What prevents me from having what I want?*

*What is the cause of that?*

*What can I do about it?*

*How can I overcome it?*

*What are all the resources there is to get the goal?*

*What am I prepared to do?*

*What am I prepared not to do?*

### Step 5. Develop an personal action plan.

You should have yearly plan first. Then subdivide your yearly plan into each of the four-quarter plan. Re-subdivide the quarter plan into monthly plan, weekly plan, at last the daily plan.

#### Planner

Time	Mon	Tue	Wed	Thurs	Fri	Sat	Sun

You can download [daily planner](#), [weekly planner](#) and [monthly planner](#) in our website.

### 6. Review your progress and update your goals accordingly.

Make sure you are making progress. If not, analyze why the goal is not being met. Find a coach or friend to help you if you have trouble. Realize your goals step by step.

When you first set your goals, they are based on your own situation. But over the long term, your situation will change. You may already achieve some goals in advance. You can then set higher goals according to your big picture.

## 7. Celebrate your success

At last you achieve your goals. Congratulations! Thanks for your hard work and you have succeeded.

## 8. Start the process all over again.

When you have achieved a goal, you may set a new one from the beginning. Cultivate good goal setting habits.

**We wish you every good luck in the world in achieving everything that you set out to do. Good luck with your goal setting!**

**Just do it!**

If you are interested in goal setting and want to find out more about goal setting and success, you can go to our website <http://www.goal-setting-for-success.com> for more details. You will understand this process well and be an expert goal setter.