1. List your long term goals here:

   a. 
   
   b. 
   
   c. 
   
   d. 

Remember, make **SMART** Goals that are **Specific, Measurable, Attainable, Relevant**, and **Time-bound**.

2. Once you have created your long term goals, identify obstacles, resources and benefits for achieving each goal.

<table>
<thead>
<tr>
<th>Long Term Goal</th>
<th>Obstacles</th>
<th>Resources</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
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<td></td>
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<tr>
<td>B</td>
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<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
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</tr>
</tbody>
</table>
3. After you have identified your obstacles, resources and benefits, you are prepared to write **Short Term Goals** to help you reach your **long term goals**.

**Long term Goal #1:**  
Short term goals  
   
   a.  
   
   b.  
   
   c.  
   
   d.  

**Long term Goal #2:**  
Short term goals  
   
   a.  
   
   b.  
   
   c.  
   
   d.  

**Long term Goal #3:**  
Short term goals  
   
   a.  
   
   b.  
   
   c.  
   
   d.  

**Long term Goal #4**  
Short term goals  
   
   a.  
   
   b.  
   
   c.  
   
   d.  

4. Finally, set a date to Re-evaluate your goals.

On __________________________ I will re-evaluate my goals and complete the checklist below
(Target completion date)

☐ I have accomplished my goals!

☐ I have accomplished some of my goals.

☐ I need to make some adjustments to accomplish my goal(s):

What goal was not accomplished:

__________________________________________________________________________

Reasons why my goal was not accomplished:

__________________________________________________________________________

The following people or things that can help me to accomplish this goal:

__________________________________________________________________________

New target completion date

__________________________________________________________________________

Reflect, Set, and Re-Evaluate!