

# Goal Setting Handout

## 1. List your long term goals here:

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

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

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

<b>Long Term Goal</b>	<b>Obstacles</b> What will make it difficult for me to achieve this goal?	<b>Resources</b> What resources are available to help me achieve this goal?	<b>Benefits</b> What are the beneficial results of achieving this goal?
A			
B			
C			
D			

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:

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Reasons why my goal was not accomplished:

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

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New target completion date

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## Reflect, Set, and Re-Evaluate!

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