

# Goal Setting Worksheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## All Goals should be SMART

- **Specific:** I will start making my own hair cutting appointments
- **Measured:** I will write the date and time I made the appointment on my calendar, and put the appointment time on the calendar
- **Able:** I know I am able to meet this goal
- **Relates:** it is about me and what I want and need
- **Timed:** there is a beginning and ending time for the goal and when it needs to be done

→Using the “*to-so that-by-steps*” can help create SMART goals

## Types of Goals:

- **Short-term** goals take a few days to 2 months to complete
- **Long-term** goals take 3-12 months to complete
- **Life** goals take over 12 months to complete, and can be broken down into long- or short-term goals

### Step 1. Decide on a goal (something you want or need to learn):

I want or I need to:

My goal is a: \_\_\_Life Goal \_\_\_Long-Term Goal \_\_\_Short-Term Goal (you may need to break Life and Long-Term Goals into smaller Short-Term goals, and build to the future Long-Term or Life Goal)

### Step 2. Write your SMART goal (using the to-so that-by format). You might need to make short-term goals to meet your long-term goal.

To:

So that:

By:

### **Step 3. Create a plan to meet your goal.**

Write down STEPS to meet my goal (provide steps needed to meet your goal with 1. what you plan to do, 2. how you plan to do it, 3. and the date you plan to do it by)

Steps:

### **Step 4. Check your progress, and make changes to your goal if needed—how is it going?**

- Write down (track) your progress (see progress sheet). Did you do what you said you were going to do in each step? If you met your goal, set your next goal. It may be another short-term goal to meeting a long-term or life goal.
- If you have not met your goal, do you need to change anything? Add or change steps or dates? Or come up with a different goal if things have changed?

I met my goal by (how):

I did not meet my goal (how), and I will need to: