THE EMPOWERMENT AGENCY

Goal Setting Worksheet

In preparation of setting our goals, let's gather a general understanding of some important terms. These terms are important to understand and know the difference when working towards accomplishing goals.

- ✓ **Goal:** something that you are trying to do or achieve
- ✓ **Dream:** an idea or vision that is created in your imagination and that is not real
- ✓ **Plan:** a set of actions that have been thought of as a way to do or achieve something
- ✓ **Strategy:** a careful plan or method for achieving a particular goal

What are S.M.A.R.T Goals?

Specific - The goal should identify a specifc action or event that will take place.

Measurable - The goal and its benefits should be quantifiable.

Achieveable - The goal should be attainable given available resources.

Realistic - The goals should require you to stretch some, but allow the likelihood of success.

Timely - The goal should state the time period in which it will be accompliished.

Looking back, describe situations that have kept you from accomplishing these goals in the past. (Behaviors, Emotions, Life Changes) _____

_____

_____

At this present moment, describe your desired to change. What is different this time around. (Behaviors, Emotions, Life Changes, Support System) _____

_____

_____

_____

Let's Get Started!

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Goal Accomplishing Worksheet

Goal 1 **Proposed Achievement Date: _____**

_____

_____

_____

List the resources (people, organizations, services, products etc.) needed to collaborate with to help you achieve this goal?

Name_____ Phone #_____Email Address_____
Email Address _____ Hours of Access _____
Notes_____
_____

Name_____ Phone #_____Email Address_____
Email Address _____ Hours of Access _____
Notes_____
_____

Name_____ Phone #_____Email Address_____
Email Address _____ Hours of Access _____
Notes_____
_____

Next Steps
1._____
2._____
3._____

Presently, describe why this goal is important to you. _____

_____

_____

Additional Notes:

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Goal 2 **Proposed Achievement Date:** _____

_____

_____

_____

List the resources (people, organizations, services, products etc.) needed to collaborate with to help you achieve this goal?

Name_____ Phone #_____Email Address_____
Email Address _____ Hours of Access _____
Notes_____
_____

Name_____ Phone #_____Email Address_____
Email Address _____ Hours of Access _____
Notes_____
_____

Name_____ Phone #_____Email Address_____
Email Address _____ Hours of Access _____
Notes_____
_____

Next Steps
1._____
2._____
3._____

Presently, describe why this goal is important to you. _____
_____

_____

Additional Notes:

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Goal 3 **Proposed Achievement Date: _____**

_____

_____

_____

List the resources (people, organizations, services, products etc.) needed to collaborate with to help you achieve this goal?

Name_____ Phone #_____Email Address_____
Email Address _____ Hours of Access _____
Notes_____
_____

Name_____ Phone #_____Email Address_____
Email Address _____ Hours of Access _____
Notes_____
_____

Name_____ Phone #_____Email Address_____
Email Address _____ Hours of Access _____
Notes_____
_____

Next Steps
1._____
2._____
3._____

Presently, describe why this goal is important to you. _____
_____

_____

Additional Notes:

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