

Goal Setting Worksheet / Action Plan

11 pages -- by Lisa Marie Evans for GUILDiT

Nothing is as consistently and effectively motivating as moving toward a goal that you want and that you can see. Writing a clear picture of both your short-term and long-term goals will help you clarify your priorities and enable you to create strategies for realizing your dreams. Have fun with these exercises and allow yourself to be specific with each picture. Note where you are or what you are wearing, how you feel and what you are doing. Do each exercise twice. Quickly record your initial response. Then evaluate and refine the picture, tailoring it to your unique vision. There is no right or wrong here, or anything to hold you back. Make your pictures big and bold.

One-Year Goals

Write your One-Year goals. Be as detailed as possible in outlining personal goals, career objectives, awards, and recognition. Also include family life, relationships, finances, and leisure.

One-Year Priorities

Prioritize your One-Year Goals and list the three that are the most important.

A.

B.

C.

Action Plan A

Develop an Action Plan for your One-Year Goal A.

Action Plan B

Develop an Action Plan for your One-Year Goal B.

Action Plan C

Develop an Action Plan for your One-Year Goal C.

Three-Year Goals

Write your Three-Year Goals. Be as detailed as possible in outlining personal goals, career objectives, awards, and recognition. Also include family life, relationships, finances, and leisure.

Three-Year Priorities

Prioritize your Three-Year Goals and list the three that are the most important.

A.

B.

C.

Action Plan A

Develop an Action Plan for your Three-Year Goal A.

Action Plan B

Develop an Action Plan for your Three-Year Goal B.

Action Plan C

Develop an Action Plan for your Three-Year Goal C.

Five-Year Goals

Write your Five-Year Goals. Be as detailed as possible in outlining personal goals, career objectives, awards, and recognition. Also include family life, relationships, finances, and leisure.

Five-Year Priorities

Prioritize your Five-Year Goals and list the three that are the most important.

A.

B.

C.

Ten-Year Goals

Write your Ten-Year Goals. Be as detailed as possible in outlining personal goals, career objectives, awards, and recognition. Also include family life, relationships, finances, and leisure.

Ten-Year Priorities

Prioritize your Ten-Year Goals and list the three that are the most important.

A.

B.

C.

Obituary

Write your obituary.

Lifetime Goals

Write your Lifetime Goals. Be as detailed as possible in outlining personal goals, career objectives, awards, and recognition. Also include family life, relationships, finances, and leisure.

Lifetime Priorities

Prioritize your Lifetime Goals and list the two that are the most important.

A.

B.

C.

Goal Setting Evaluation

Congratulations. You have taken an important step for yourself. The act of recording goals is in and of itself extremely and absolutely beneficial. It informs thoughts and actions and almost inexplicably affects outcomes dramatically. Management and behavioral scientists have now studied the phenomena for over thirty years and have reached consensus that the efficacy of the action of recording goals even transcends differences in methodology, purposes, and participants.

Your goals will serve as an important and empowering context for your work and your life. You can stop now or you can further utilize your workbook by following the simple process outlines below.

Evaluation Process

Evaluating your Goals

- Wait at least seven days after you have completed your goal statements before evaluating them.
- Read the Obituary first and ask yourself if these goals are what you truly want.
- Eliminate any "Shoulds."
- Ask yourself if your goals are ambitious enough. There is no reason to limit yourself in any way. You have demonstrated extraordinary ability and anything that you truly want is possible.
- Look at your word choices and replace passive or equivocal verbs ("might," "try," etc.) in your text (and in your vocabulary).
- Read the One-Year Goals and notice whether they serve your Lifetime Goals.
- Review the One-Year Goals and question why they need to be completed within a twelve-month period. Move at least two of your objectives to the three-year plan.
- Read the Three, Five, and Ten-year plans and note their relevance to the Obituary and to the One-Year Plan.

Evaluating Your Action Plan

- Review the actions that you have previously taken to reach your One-Year Goal A. Note what has been effective and what has been frustrating.
- Outline a course of action that slightly modifies past approaches.
- Break down the actions in 12 (monthly) increments. Write the plan and include it in your notebook.
- Reference the plan monthly and expand or modify it according to your experience.