

Goal Setting and Planning Worksheet

This worksheet has been designed to assist you in clearly defining your goal in measurable terms and then going through the process to ensure you're committed to it and finally to develop the plan to achieve it.

STEP 1 – Define A SMART Goal

Define your objective using the SMART Principle

Write a concise statement that reflects your thoughts on the following points.

- **Specific** (Describe exactly what you want)
- **Measurable** (How will you know if you've achieved it)
- **Attractive** (Is this something you really want?)
- **Realistic and Relevant**
- **Time Frame** (Commit to a date it needs to happen)

STEP 2 – Identify the Benefits

What are the benefits to you and others if you achieve this objective? Include how you will feel when you achieve it.

STEP 3 – Identify the Risks

What are you putting to risk for yourself and others if you don't achieve this objective?
Include how you will feel if you don't succeed.

STEP 4 – Identify the Obstacles

What are three potential or real obstacles that stand in the way of you achieving your objectives? Be specific about what exactly might get in the way and how it would disrupt the process for you.

1.

2.

3.

Are there any others?

STEP 5 – Identify the Solutions

Now is the time to design at least two solutions for each of the potential obstacles in your path. Consider who you might get to help keep you accountable, or what habits you could change, or any other strategy that when needed you can implement, or possibly implement now just in case.

1a.

1b.

2a.

2b.

3a.

3b.

Other Solutions?

STEP 6 – Identify the Inspiration and Motivation Strategies

Create an Inspiration and/or Motivation Strategy (whichever suits you and your objective best)

- **Inspiration Strategies** keep you focused on what you are moving toward (What you wish to acquire). They are always positive and may be affirmations, visual images or other inspirational reminders of the positive outcome/s you are looking to achieve. They are desire focused and based. (RECOMMENDED)
- **Motivation Strategies** keep you focused on what you're moving away from. (What you wish to avoid) They are usually a combination of both positive and negative thought and energy, but with a significant component of the negative. These are fear based, which is how most humans operate much of the time. Examples would be reminders of the negative consequences if you don't achieve the goal. The intention is that the fear of the consequences is great enough that you'll put in the effort to avoid them. (SELDOM RECOMMENDED but may be appropriate to some people in some situations)

Inspiration Strategies:

Motivation Strategies:

STEP 7 – Identify your Resources

You have a number of resources available to assist you in the achievement of this goal. These resources include your values, skills, strengths, information sources and the people you can invite to be a part of the process.

Which of your core values will support you in achieving your goal?

Which of your skills and strengths will support you in achieving your goal?

What information do you already have, or will collect, which will support you in achieving your goal?

Who will you invite to be a part of your achievement process? A friend, colleague, coach or other professional(s)?

STEP 8 – Identify the Milestones

It's important to identify the starting point, the achievement point and the milestones along the way toward achievement, particularly for larger objectives.

Identify below these key points in the goal process.

What's the first thing you'll do in the next 24 hours toward your goal?

What are the individual milestones along the way toward your goal? Keep in mind that each of these points are cause for celebration of the progress you're making.

What will the final achievement look and/or feel like, and when is this going to happen?

STEP 10 – Identify the Celebration Strategy

One of the most often neglected part of any plan, and yet critical to the process, is the development of a celebration strategy. In this stage, it's important to identify a number of things. Please follow the questions below and develop a plan for these critical components.

How will you review what you have learnt about yourself and your abilities once the goal is achieved?

If you haven't achieved your goal fully as initially planned, how will you keep yourself inspired to continue the process until you achieve what you want?

How will you use your success from this objective to support you in future objectives?

How will you celebrate the milestones you achieve along the way toward your full achievement? How will you include the people who have helped you in the celebration and thank them for their contribution?

How will you celebrate the final achievement and include and thank those who have supported you?

STEP 11 – Helping Others

And finally, you will have gained knowledge, skills, belief and new ways of thinking and taking action as a result of achieving this objective. This is something you can share with others and support them in achieving what they want in their lives.

Imagine now how you might be able to share your experience and support others, and document your thoughts as of today in the space below.

Congratulations!

You have achieved something amazing right here and now in the identification and development of your plan. There is a great phrase to remember here:

“Failing to Plan is Planning to Fail”

You have beaten this potential negative outcome by developing a sound plan to see you through.

And remember that your coach is here with you to assist in any way possible to keep you on track in creating the life you want.

Acknowledgement

This coaching resource document was created by the askacoach.com team, drawing on specific coaching skills, models and knowledge from our individual and collective experiences.

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