

UNIVERSITY of WASHINGTON

Goal Setting Worksheet

Part One: Write down two goals you would like to accomplish this quarter/year.

1.
2.

Part Two: Pick one goal from above and break it into smaller steps.
Make sure they are *specific, measurable, and achievable*.

Step:	Time Needed (i.e. Days, weeks, months)	Deadline
1.		
2.		
3.		
4.		

Part Three: Mental Concentration

Picture achieving your goal - what will that look like or feel like? How will you know when it's complete? Now, think of an obstacle that you might face when trying to achieve your goal. Record these thoughts and obstacles below.

I'll know I've reached my goal when:	An obstacle that could get in my way is:
1.	
2.	
3.	
4.	

Part Four: Revise the language of your goal and take into account the ways in which what achieving your goal will look like and the obstacles you will face from Part Three. Write your updated goal below.

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Part Five: Identify two resources (people, places, or things) that you will utilize to help you achieve your goal.

1.
2.