

PERSONAL DEVELOPMENT GOALSETTING TOOL

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Date:

What Must Be Achieved?

By Who?

By When?

What's Your Motivation? List ALL the reasons your goal needs to happen.

Is your goal written so that it's SMART? If no, do so now:

Reminder:

S-Simple, Specific

M-Measurable, Meaningful

A-Achievable, As if Now

R-Realistic, Responsible

T-Timed, Toward What You Want

Did you make a mental picture of the last step? This is a snapshot view of you accomplishing the goal. How will you know that you have attained your goal? Write your last step here:

What are the Barriers?

What are the Solutions to Barriers?

What is your 30 Sec. Step to get the ball rolling? Do it NOW!!

Note: You must do Option 1 or Option 2, not both.

Option #1: Plan 5 High Impact Activities for THIS WEEK that will assist you in reaching your goals:

Activity 1

Activity 2

Activity 3

Activity 4

Activity 5

Option #2: Keep your intent on the mental picture of you accomplishing the goal. Let it come to you!