

GOAL SETTING WORKBOOK AND TRACKER

WORKBOOK

1. Identify your values: What are the most important things to you? These values will help guide your goals and ensure that they are meaningful and aligned with what is most important to you.
2. Set your overall goals: What do you want to achieve this year? Make a list of your overall goals for the year. Use this worksheet to set your goals for the year using the SMART goal-setting framework. Make sure to include specific, measurable, attainable, relevant, and time-bound goals.
3. Break down your goals: For each overall goal, break it down into smaller, more manageable tasks. Assign deadlines to each task to help you stay on track.
4. Identify potential challenges: What challenges or obstacles might you encounter as you work towards your goals? How can you overcome these challenges?
5. Create a plan: Based on your goals and tasks, create a detailed plan for how you will achieve your goals. Include specific actions you will take, resources you will need, and any potential challenges or obstacles you might encounter.
6. Monthly goal planning: For each month of the year, create a page where you can set and track your monthly goals. This will help you stay focused and make progress towards your long-term goals.
7. Weekly goal tracker: Use this tracker to track your progress towards your weekly goals. This could be a simple list or a chart that shows your progress.
8. Reflect and review: At the end of each month, take some time to reflect on your progress and review your goals. Make any necessary adjustments or set new goals for the upcoming month.

Goal Tracker:

Use the following chart to track your progress towards your goals. For each goal, mark the tasks that you have completed and note any challenges or accomplishments. This will help you stay on track and celebrate your progress along the way.

1. Create a chart or table with columns for each of your goals.
2. In each column, list the tasks that you need to complete in order to achieve that goal.
3. For each task, include a deadline and a checkbox. As you complete tasks, check them off the list.
4. Track your progress by crossing off tasks as you complete them.
5. Use the goal tracker to stay motivated and on track with your goals.

Goal: _____

Tasks:

- Task 1
- Task 2
- Task 3

Challenges:

Accomplishments:

To make the most of your workbook and goal tracker, try to set aside dedicated time each week to review your progress and make any necessary adjustments. You may also want to consider using a planner or calendar to help you stay organized and manage your time effectively.