

# Goal Setting and Action Planning Worksheet

What is your long-term goal?
What is a short-term goal related to your long-term goal?
Name the steps you need to take to achieve your goal (This is your action plan!):
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
What help will you need to achieve these goals? Who will help you?
Estimate how much time it will take you to reach your goal.
When will you work on this goal?

Make "SMART" goals! Specific, Measurable, Attainable, Realistic, and Timely

Specific – simple, focused, easy to understand

Measurable – quantifiable, how will you know if you achieved it?

Achievable – you don't have to depend on others to achieve it.

Realistic – it's not too hard or too easy!

Timely – give yourself a specific deadline