
PERSONAL GOALS WORKSHEET

Personal leadership must come from the inside out. You cannot wait for someone else to push you; you must motivate yourself through goal setting. ~ Paul J. Meyer

WHO AM I?

The purpose of this exercise is to aid you in drawing together information about yourself. You will use this information in goal setting and planning.

1. IN WHAT I AM DOING NOW, WHAT IS GIVING ME:

a. The greatest sense of accomplishment?

b. The least sense of accomplishment?

2. What are my personal strengths?

3. What areas need development?

4. What do people criticize me for most often?

5. What have I done to improve myself this year?

6. Many people have a "secret project" or a very private plan for "sometime" in life. What is my real aim in life?

7. Who am I right now?

8. If, at some time in the future, a statue is built in my honor, I would want to list on the plaque as the major accomplishments of my life:

9. As a result of reviewing what I've written, I feel that I am best motivated by:

a.

b.

c.

d.

e.

f.

g.

h.

Examples: Recognition, love of family, acceptance, money, power, prestige, position, security, comfort, etc. The purpose of reaching goals is to fulfill your needs.

A TEN-YEAR PROJECTION

Project yourself into the future ten years. How old are you? What is your life like? How have your personal, family, and career circumstances changed? Try to be as realistic and objective as possible.

In completing this projection, you face two questions repeatedly:

Should I describe my future the way I want it to be?

OR

Should I describe my future the way I really think it will be?

You probably will allow both factors to enter into your answers. Such a solution is both natural and desirable. This projection is for your benefit. No one but you will see it unless you share it.

Projections can be five years in the future, if you feel more comfortable with it.

1. In ten years my age is _____

2. My occupation is (be specific)

3. My specific responsibilities are

4. My (or my family's) approximate annual income is

5. My most important personal possessions are

6. My family responsibilities are:

7. Of my experiences in the last few years, the most pleasurable were:

8. Of my experiences in the last few years, the ones that gave me the greatest sense of accomplishment were:

9. In the last few years, several dramatic things have happened in my business and/or community which have interested me. Below is a summary of the highlights, including a description of how I was involved in these events.

<p>Event 1:</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Event 2:</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Event 3:</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Event 4:</p> <p>.....</p> <p>.....</p> <p>.....</p>

10. In reviewing my projection, the most important observations I made were:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

MASTER DREAM LIST

List everything you've ever wanted: places to go, things to do, possessions to own, personality or character traits to develop, goals to achieve. Date each item when you enter it and indicate the area or areas of life involved.

Date	Item	Area of Life

Add to your Master Dream List regularly—weekly, monthly, annually—for the rest of your life.

CATEGORIZE YOUR GOALS

The following exercise will help you begin to categorize your goals and decide which are most important to you.

1. Be sure you understand what each area means to you. (Example: some people expand financial to include career.)
2. Rank the six areas in importance to you.
3. Transfer each Item from your Dream List into the appropriate column. It will go in the column that represents why you want it.

[illegible]

IMPORTANT GOALS BY CATEGORY

My #1 BUSINESS GOAL is
My #1 PERSONAL GOAL is
My #1 SELF-DEVELOPMENT GOAL is
My #1 FINANCIAL GOAL is
My #1 FAMILY GOAL is
My #1 MENTAL GOAL is
My #1 SOCIAL GOAL is
My #1 SPIRITUAL GOAL is
My #1 PHYSICAL GOAL is

MY SPECIAL GOAL

WHY THIS GOAL MOTIVATES ME:

AFFIRMATIONS

VISUALIZATION

GOAL PLANNING SHEET

Area	Today's Date	Final Target Date	Date Achieved
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GOAL (SPECIFIC, MEASURABLE, ATTAINABLE, REALISTIC, TANGIBLE)

BENEFITS FROM ACHIEVING THIS GOAL AND/OR LOSSES TO BE AVOIDED FROM ACHIEVING THIS GOAL

[illegible]

Specific Action Steps for Achieving This Goal	Target Date	Date Reviewed	Date Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Method of Tracking Progress:

Does this goal support my values? _____ Yes _____ No

Is it worth the time, effort, and money to reach this goal? _____ Yes _____ No _____ Yes, but later.

AFFIRMATIONS TO SUPPORT THIS GOAL Positive Statements to Raise Your Confidence	VISUALIZATION	
	Items to Use	Where to Use Them

NOTES



Values	Fundamental, Underlying Beliefs that Guide Thinking and Action
Principles	Fundamental Truths or Motivating Forces
Vision	A Clear, Concise Picture of the Future According to Your Desires
Purpose	Why You Live and Breathe
Mission	What You Will Do and Accomplish to Make Your Vision and Purpose a Reality