

GOAL-SETTING WORKSHEET

Goal-setting can help you achieve desired goals in your life. Good goal-setting can also help reduce your stress, as you will know you have a good plan in place and can observe your progress toward achieving your goal.

GOAL-SETTING IN FOUR STEPS

The key to goal-setting is to set goals that you can achieve. Don't use a lack of motivation as an excuse not to start. Begin by setting and achieving smaller goals. This will increase your confidence and motivate you to set larger goals over time.

The four steps to goal-setting are:

1. Select your goal.
2. Define your goal.
3. Move towards your goal.
4. Review your goal.

GETTING STARTED

1. Select your goal:

Start with small goals that you are likely to achieve within the next week. After being successful with a few small goals, you can try your skills with larger goals.

Goal-setting can be useful for:

- Taking care of your health - such as losing weight, exercising regularly and quitting smoking.
- Pursuing dreams - such as goals for your education, career and travel.
- Fun activities - such as hobbies, sports and recreation.
- Carrying out a plan for a solution to a problem.

GOOD GOAL-SETTING SKILLS CAN HELP
YOU ACHIEVE WHAT YOU WANT OUT OF
LIFE AND REDUCE STRESS.

2. Define your goal:

The best goals are specific, scheduled, supported and realistic. Use the table below to define your goal.

Specific:

Be as specific as you can in defining your goal. A goal such as “get more exercise” is not specific enough because it doesn’t tell you exactly how it will be accomplished. A more specific way to write your goal would be to state “go for a 30-minute bike ride at the park on Monday, Wednesday and Saturday.”

Scheduled:

Schedule your goal by answering the following questions:

- Exactly when will you do this? What days and at what time?
- How long will you do this for? For 10 minutes or one hour each time?
- Where will you do this? In your house, at the park or at the community centre?

Supported:

Think about who can support you and how they will do this. Types of support you may need include: getting help finding information, having somebody remind you of deadlines you set, or help with transportation.

Realistic:

Don’t make your goal too difficult. You want to set a goal that is slightly out of reach but achievable with a bit of effort.

GOAL SETTING TABLE

GOAL	HOW OFTEN	WHAT EXACTLY	WHEN EXACTLY

3. Move towards your goal:

Now it’s time to take action and move towards your goal. You’ll want to track your progress, and the best way is by using a calendar or day planner. Write down your schedule for your goal and check it off each time you do it. If you miss a scheduled time for whatever reason, reschedule it for another time.

4. Review your goal:

As you are working toward your goal, review your progress regularly. Sometimes you may find you have not made any progress. If that’s the case, don’t blame yourself. There are no failures in goal-setting - simply redefine your goal and the steps you need to take to get there.

Expect to revise your goals, especially when you first start practicing this skill. It is challenging to set goals at the right level of difficulty, and only with practice will you get better at it.