**GOAL PLANNING SHEET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Domain****\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Today’s Date****\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Target Date****\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Completion Date****\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  |  |  |  |
| **GOAL DEVELOPMENT:**  **Specific behaviour or habit to change:** **GOAL STATEMENT: (specific, measurable, acceptable, realistic, time limit = S.M.A.R.T.):** **Outcome measure(s): (how will I know I am succeeding with my goal?)**  |
| Accepted by:  | Date :  |
| **Benefits** of attaining this objective for the organization and for myself:  **Follow-up**: (How will I measure progress made?)  |
| **Roadblocks and Challenges** | **Possible Solutions and Opportunities** |
|       |       |
| Enter required action steps on next page. |

**GOAL PLANNING SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Specific actions required to attain this objective** | **Target Date**  | **Review Date** | **Completion Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Affirmation/Visualisation** **Value**Achieving this goal is worth the time, effort and money devoted to it. \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**\_\_\_\_\_ **Yes, but later**.\_\_\_\_\_\_ |