

**Goal Setting Worksheet: Actions & Outcomes**

Writing down your goals and completing this worksheet is a powerful way to turn your intentions into actions. It helps you gain clarity on what you truly want to achieve and creates a concrete plan to get there. When you put your goals in writing, you commit to them on a deeper level, making it easier to stay focused and motivated. This process not only helps you track your progress but also transforms your vision into achievable steps, bringing you closer to creating a life that aligns with your purpose and values. You deserve to live the life you want and I hope you find this tool useful in helping you get there.

**Step 1: Define Your Goal(s)**

What do you want to achieve? Be specific and make sure it's/they’re meaningful to you.

1.

2.

3.

4.

5.

**Step 2: Why do These Goals Matters**

Why are each of these goals important to you? How will achieving it/them impact your life or work?



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**Step 3: Set Deadlines**

When do you want to achieve these goal by? Setting a timeframe creates a sense of urgency and helps to keep you on track and moving forward.

1.

2.

3.

4.

5.

**Step 4: Break Goals into Action Steps**

List the specific actions you need to take to reach each goal. Break it down into small, manageable tasks. Add more rows or list separately if helpful.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action Steps** | **Start Date** | **Completion Date** |
| **Goal 1:** |  |  |  |
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|  |  |  |  |
| **Goal 2:** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Goal 3:**  |  |  |  |
|  |  |  |  |
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**Step 5: Set intentions**

Intentions are positive reinforcements to help you stay focused on your goals. Some examples to help you get started are: I am deserving, I am capable, I am worthy, I am healthy, I am successful, I am confident, I am financial abundance.

**Step 6: Identify Potential Obstacles**

What challenges might you face while working toward this goal? What has stalled you before?

**Step 7: Plan Solutions to Overcome Obstacles**

List ways you can overcome these challenges. These may include things like talk to a friend, check my thinking about the problem, reassure myself, hire a coach to support me, focus on the desired outcome and keep going.



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**Step 8: Visualize the Outcome**

What will your life look like once you've achieved these goals? Describe the positive changes you expect.

**Step 9: Accountability Check**

How will you track your progress and stay accountable? Who can help you stay on track?

**Step 10: Celebrate Your Wins**

How will you reward yourself when you achieve your goal?