

Basic Goal-Setting Form

Guidelines for setting goals:

- ✓ Be as specific as you can
- ✓ Make your goals realistic
- ✓ Make goals compatible with your values
- ✓ Prioritize your goals
- ✓ Set timelines with each goal
- ✓ Use action words (i.e., learn, research, obtain, use, compile, earn, investigate, etc.)
- ✓ Consider any sacrifices necessary to reach your goals

Long-term Goals: Establish your ten year goals here. They may be related to career, family, health, education or other things. Revisit and revise as needed.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Medium-term Goals: Establish your plan for the next 2-5 years. These goals will chart your progress towards your long-term goals. Revise these as needed.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



Short-term Goals: Establish your plan for the next 12 months. Be very specific – include details on when it will be accomplished, how you will measure success, who and what will help you, etc. You should review these frequently and adjust as necessary.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

