

My Personal Goal Setting Template

Title of Goal: [Give the goal a 'name' so that you can refer to it in self-conversations]

Goal Set: [date/time]

The date is [future date] and I have [details]

Why do I want this goal?

Write two paragraphs on 'why' you want to achieve this goal.

1. Away motivated – what you will avoid by achieving the goal

2. Towards motivated – what you will experience/enjoy by achieving this goal

Away Motivated

Because –

Towards Motivated

Because –

Starting Point

Write all the details of where you are now in relation to every aspect of the goal

Obstacles

What obstacles will get in your way of achieving the goal?
Expertise/skills/practise/connections/people/time

Solutions

Now that you know the obstacles work out what are the solutions to those problems

Rewards

What rewards will you give yourself when you have achieved the goal and/or part way towards achieving the goal? I reward myself when I'm half-way there to maintain my focus and motivation.

The Actions

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

The Records

What records will you keep to let you know that you:

1. Are on track

2. Have achieved the goal

Affirmation

Write a statement affirming that you will take the necessary actions to achieve this goal.

Signed.....

Date: [date, time, place]