SETTING PERSONAL GOALS
...and Seeing Them Through

WORKBOOK
“One of the amazing things we have been given as humans is the unquenchable desire to have dreams of a better life, and the ability to establish goals to live out those dreams.” – Jim Rohn

Setting personal goals will boost your self-confidence, make your life’s journey rewarding, and help you fulfill the purpose of your life.

KNOWING WHAT YOU REALLY WANT

It’s important to discover what you really want. For example, Martha discovered that she was chasing the wrong dream. She thought her dream was to buy a new home and renovate it. However, she found out that becoming an interior designer was her true goal. Reflect well on your dreams and desires to discover your true goals.

BE SPECIFIC

Set your goals as one specific desire. For example, saying that you want to be a good writer is vague. Saying that you want to be a best-selling author of science fiction is more specific.
**Write down your specific goals below:**

Career: ________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Family Relationships: _________________________________________________

____________________________________________________________________

____________________________________________________________________

Relationships with Friends: ___________________________________________

____________________________________________________________________

____________________________________________________________________

Love Relationship: ____________________________________________________

____________________________________________________________________

____________________________________________________________________

Finance: _____________________________________________________________

____________________________________________________________________

____________________________________________________________________

Spiritual: ____________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
Artistic:______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Health and Fitness:______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

SET MEASURABLE GOALS

To prevent procrastination, think in terms of a specific number. You may want to trim ten pounds or smoke two cigarettes a day, instead of an entire pack. Write your measurable goals below:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

LIFETIME GOALS

Look at the various areas of your life: career, financial, education, spiritual, family, relationships, and artistic and determine the lifetime goals for each that are important to you. Next, break these goals down into smaller goals, which will make them more achievable.
ENSURE YOUR GOALS REFLECT YOUR OWN DESIRES

If you want to stay motivated, determine your goals for yourself, instead of letting others decide how you should live your life.

KEEP IT REALISTIC

Reach for goals that are suited to your abilities and circumstances. Make a note, below, of any limitations that may cause you to make adjustments as you go along.

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

SET A DEADLINE FOR YOUR GOALS

Setting a deadline for your goals is essential. Determine how long it will take to achieve a lifetime goal, then decide how much you’ll achieve in shorter time periods. Decide on intermediate goals for a year, six months, and one month out, then jot down deadlines for your lifetime goals.
**Career:**

Long Term Goal: ____________________________________________

Intermediate Goals:

- One year: ________________________________________________
- Six months: ______________________________________________
- One month: ______________________________________________

**Family Relationships:**

Long Term Goal: ____________________________________________

Intermediate Goals:

- One year: ________________________________________________
- Six months: ______________________________________________
- One month: ______________________________________________

**Relationships with Friends:**

Long Term Goal: ____________________________________________

Intermediate Goals:

- One year: ________________________________________________
- Six months: ______________________________________________
- One month: ______________________________________________
Love Relationship:
Long Term Goal: __________________________________________
Intermediate Goals:
  One year: ____________________________
  Six months: __________________________
  One month: __________________________

Finance:
Long Term Goal: __________________________________________
Intermediate Goals:
  One year: ____________________________
  Six months: __________________________
  One month: __________________________

Spiritual:
Long Term Goal: __________________________________________
Intermediate Goals:
  One year: ____________________________
  Six months: __________________________
  One month: __________________________
**Artistic:**

Long Term Goal: _________________________________

Intermediate Goals:

One year: _________________________________

Six months: _________________________________

One month: _________________________________

**Health and Fitness:**

Long Term Goal: _________________________________

Intermediate Goals:

One year: _________________________________

Six months: _________________________________

One month: _________________________________

**PLAN YOUR DAILY ROUTINE**

Decide what common tasks you’ll do every day towards the attainment of your goals. You’ll find it helpful to write down your goals and prioritize them. Jot them down in order of importance.

1. _________________________________

2. _________________________________

3. _________________________________
HELP WITH SETTING GOALS

Answer the following questions honestly. Include the challenges involved, if any.

1. How balanced is your life? ________________________________
   ________________________________ ____________________________
   ________________________________ ____________________________

2. Do you have a sense of purpose? What is your purpose? ________
   ________________________________ ____________________________
   ________________________________ ____________________________

3. Are your thought and behavior patterns supporting a happy, successful life? ________________________________
   ________________________________ ____________________________
   ________________________________ ____________________________
WELCOME CHANGE

Let go of old goals in favor of ones that better fit the current circumstances of your life. Review your goals as you progress and make room for changing priorities.

WHAT DOES SUCCESS MEAN TO YOU?

Before you determine your goals, answer the following questions:

1. What is your definition of success? ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

2. How does your definition of success affect you and your loved ones?
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

3. What will your life be like once you’ve achieved your goals? _______
   ____________________________________________
   ____________________________________________
   ____________________________________________
TODAY CREATES TOMORROW

Check yourself for habits that could prove detrimental to the achievement of your goals. List these habits below and the steps you can take to change them:

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

MAKING A DESIRE STATEMENT FOR LIFETIME GOALS

Write down your goals and visualize the outcome regularly to give them an added impetus. Imagine the scenario of your dream and put it into words:

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_____________________________________________________________

_____________________________________________________________

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_____________________________________________________________

_____________________________________________________________

ENTHUSIASM COUNTS

Your goal should be one that motivates you to push through challenges so you maintain your enthusiasm through the finish line. Remember to reward yourself whenever you reach a milestone.
LET OTHERS KNOW

Explain your goals to those who may be involved in their fruition. Tell them what you need from them so they can support you. Make a list of people likely to contribute to the attainment of your goals and specify how they'll contribute:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

BE PREPARED FOR SETBACKS

Be prepared to encounter discouragement and jealousy from others. Overcome negative thoughts and experiences by regularly visualizing the success you’re after.

TAKE YOUR TIME

Take it slowly so you have time for other important things in your life. You’ll be more stress-free and you’ll have the time to make adjustments if required. Plus, you’ll be able to savor each little victory along the way.
ALWAYS KEEP YOUR GOALS IN SIGHT

On your heroic journey of achievement, you might find yourself going off track. See these moments as feedback that invites you to change your course. All heroes must pass their tests.

AVOID TEMPTATION

Remain focused on your goals, no matter what situations you face. If you do yield to temptation, get back on track quickly and learn from your mistakes. Write down the situations likely to distract you from your goals, and how you can overcome them:

_____________________________________________________________

_____________________________________________________________

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_____________________________________________________________

JOIN OTHERS WITH SIMILAR GOALS

You’ll make success more likely if you choose the company of people who share the same goals. You’ll keep each other motivated and celebrate each other’s victories along the way.