



Goal Setting Journal

How to use this journal

Setting goals is the first step to achieving them. Once you have a goal, write down the steps needed to reach it. Add a deadline. Be accountable to someone. Celebrate when you get there.

A **SMART goal** is a short statement that a person makes to lead them in the direction of what they want to accomplish. **SMART** stands for Specific, Measurable, Achievable, Relevant and Time-bound.

Copy the following page and print it out each week when you sit down to plan your week. Follow each step as you go through the week:

- In the first box list the goal you wish to reach. Remember, be specific.
- In the second box write out each step to need to take to reach your goal.
- In the third box, set a deadline date.
- In the fourth box tell how you will hold yourself accountable.
- In the fifth box write how you will reward yourself when you reach your goal.

At the end of the year you will have a complete journal showing all of the goals you have accomplished for the year!

Let's get started!

“Setting goals is the first step in turning the invisible into the visible.”

Week # _____

Date _____

My goal for this week is:

The steps to you need to take to achieve this goal:

The Deadline to complete this goal is:

I will hold myself accountable by:

My award when I accomplish this goal is: