

Goal Setting worksheet – 5 Steps to achieving your goals

1. Write down your goals in specific and measurable wording

Ensure that your goals are written in very precise language so you know exactly what you are aiming for. It should be written in such detail that someone else could read it and understand exactly what you are aiming for. *Example: I want to create a 12 person organisation, that imports carpets from China, with a turnover of R2 million and an after tax profit of 20%.*

2. Create a list of why this goal really matters to you

Make sure that you really understand why exactly you are going for this goal. Write down all the rewards that you will get from achieving the goal and the consequences if you don't achieve it.

3. Create a detailed step-by-step action list

It is important to create a highly detailed action list of every single step that you will need to take to achieve your goal. This will give you the confidence that you need to achieve your goal as well as give you a realistic time frame as to when you will achieve it.

4. List all the roadblocks and options to overcome it

Review your goals and list all major roadblocks you can encounter. Next, list all the options of how you can counter or overcome the roadblocks.

5. Put timelines to achieving your goals

Assign timelines to your achieving your goals and completing the actions steps.

Now you are ready for 2022!

THE GOAL TRACKER

GOAL	MOTIVATION

START DATE:

PROJECTED DUE DATE:

DURATION:

ACTION PLAN	✓	DATE	ACTION STEPS
	☐		
	☐		
	☐		
	☐		
ROADBLOCKS	☐		
	☐		
	☐		

PROGRESS BAR: ○○○○○○○○○○ DATE COMPLETED: