

GUIDE TO

Goal Setting



Create your Goal

Track your Actions

Measure Success

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SET YOUR GOAL

GOAL NAME:

GOAL START DATE:

GOAL COMPLETION DATE:

WHAT'S YOUR WHY?

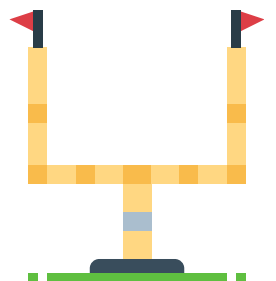
LONG TERM GOAL

**S
M
A
R
T**

MILESTONE OVERVIEW

Start/End Dates	PHASES	MILESTONES							

MY GOAL POSTS - VISUALIZE SUCCESS!





ACTION ITEMS

GOAL NAME:	UPDATED @:	
ACTION	DATE DUE	STATUS



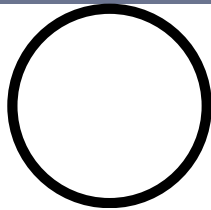
MEASURE SUCCESS

GOAL NAME:

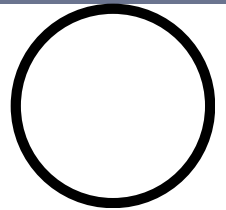
UPDATED @:

PLANNED VS ACTUAL PROGRESS

PLANNED
PROGRESS



ACTUAL
PROGRESS



UPDATE OPTIONS: COLOR CODE STATUS OR NOTE % COMPLETE

GOAL RESULTS



LESSONS LEARNED

WHAT WORKED

LESSONS LEARNED
