



GOAL SETTING PLANNER

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GOAL SETTING

A goal without a plan is just a wish." — Antoine de Saint-Exupéry

Goal setting is a process that starts with careful consideration of what you want to achieve, and ends with a lot of hard work to actually do it. In between, there are some very well-defined steps that transcend the specifics of each goal. Knowing these steps will allow you to formulate goals that you can accomplish.

1

Set your goals: Begin by clearly outlining your objectives. Ensure they are specific, measurable, achievable, relevant, and time-bound. This approach will give you a clear direction and a concrete target to aim for.

2

Divide your goals into smaller steps: Break down your goals into smaller, manageable tasks or milestones. This helps you track your progress and prevents feeling overwhelmed by transforming a larger goal into achievable steps.

3

Set deadlines: Assign deadlines to each smaller step or milestone to create a sense of urgency and maintain focus. Deadlines provide a sense of accountability and help you gauge your progress.

4

Develop an action plan: Create a strategic plan detailing the specific actions required to achieve each of your goals. This plan serves as a roadmap, guiding your efforts systematically.

5

Review and adjust: Regularly evaluate your goals and track your progress. These assessments help you identify areas for improvement, adjust your strategies if necessary, and remain committed to your goals.

GOAL SETTING

Goal setting involves identifying and clarifying specific objectives or targets we want to achieve in different areas of our lives, such as personal, professional, or academic. Setting goals gives us direction, purpose, and motivation, helping us strive for success and live fulfilling lives.

Goal setting is important for several reasons. First, it provides a clear vision of what we want to accomplish. Without defined goals, we may drift through life without direction or purpose, leading to uncertainty and missed opportunities. By setting goals, we can focus our energy and efforts on specific objectives, increasing our chances of achieving them.

S	<u>SPECIFIC</u> WHAT DO I WANT TO ACCOMPLISH?	
M	<u>MEASURABLE</u> HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?	
A	<u>ACHIEVABLE</u> HOW CAN THE GOAL BE ACCOMPLISHED?	
R	<u>RELEVANT</u> DOES THIS SEEM WORTHWHILE?	
T	<u>TIME BOUND</u> WHEN CAN I ACCOMPLISH THIS GOAL?	

GOAL SETTING

Goal I am working towards:

What resources do I have?

What challenges may I face?

How can I overcome these challenges?

PROCRASTINATION

Procrastination is a common part of human behavior. Often people mistake procrastination for "laziness". In everyday language people use definitions like, "putting off", "postponing", "delaying", "deferring", and "leaving to the last minute". Procrastination is making a decision for no valid reason to delay or not complete a task or goal you've committed too, and instead doing something of lesser importance, despite there being negative consequences to not following through on the original task or goal. It is important to remember that everyone procrastinates. However, problematic procrastination can be distinguished from more general procrastination, by how bad the negative consequences are of us not following through on things.

Reasons people procrastinate

Fear of Failure	<p>You cannot control other people's responses to your work; overvaluing these responses can create anxiety.</p> <p>Perfectionism: having unreachable standards will discourage you from pursuing a task.</p> <p>Double Insurance: procrastination can be a way of protecting our self esteem, ie. If I don't do well on an exam, it's because I didn't study, if I do well, I'm a genius because I didn't study</p>
Fear of Success	Afraid of what might happen if we were successful
Fear of Losing Control	When feeling out of control, a person may develop a rebellious attitude in order to gain a greater sense of control. - ie. A professor wants an assignment in by a certain date, and I chose to submit it
Fear of Separation	Afraid that successful completion of work could pull us away from others.
Fear of Attachment	Afraid that successful completion of work could draw others too close.

PROCRASTINATION

Additional reasons people procrastinate

- Fear of change
- Low motivation
- Lack of assertion
- Peer influence • Lack of relevance
- Lack of self-confidence
- Uncertainty of what is expected
- Acceptance of another's goals
- Aversive nature of the task
- Beliefs that time pressures produce best work
- Low frustration tolerance
- Difficulty making decisions
- Dependency and help-seeking
- Laziness • Poor study habits
- Poor time management
- Learned helplessness
- Uncertainty about career objectives
- Inability to handle the task
- Habit
- Excitement of last minute work

Procrastination stems from our unrealistic expectations and assumptions about ourselves and the world. When these are triggered, we feel discomfort about completing a task or goal. If we can't tolerate this discomfort, we tend to procrastinate to avoid it. Additionally, if we can justify our procrastination with convincing excuses, we are even more likely to procrastinate. We then engage in distracting or pleasurable activities instead of the tasks we need to do. The consequences of our procrastination, whether positive or negative, reinforce this behavior, making us more likely to procrastinate again when faced with a similar task. This happens because we receive a short-term reward for procrastinating while making the task seem even more unpleasant by delaying it.

PROCRASTINATION

Provide 5 or 6 answers for each of the following sentence questions.

If I didn't procrastinate I . . .

If I didn't struggle with procrastination how would my life be different? What would I do differently?

If I stopped procrastinating what new problems or situations would I have to face that I don't have to contend with now?

GOAL ACTION PLAN

GOAL:

START DATE:

DEADLINE:

MOTIVATION

HOW TO ACHIEVE THE GOAL

ACTION STEPS

DUE DATE

☐☐☐☐☐☐☐☐☐☐☐

NOTES:

GOAL SETTING

YOUR GOALS	ACTION STEPS
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DATE	PROGRESS

PROBLEMS

SOLUTIONS

MAIN GOALS

FAMILY	FRIENDS	EDUCATION

MONEY	WORK	MENTAL HEALTH

CONTRIBUTIONS	PHYSICAL HEALTH	LEISURE

GOAL PLANNER

START:

DUE:

GOAL

WHY

MILESTONES

ACTION

GOAL DATE

ACHIEVED

GOAL TRACKER

MAIN GOAL	ACTION STEPS
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GOAL 2:	GOAL 3:
ACTION STEPS	ACTION STEPS
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GOAL 4:	GOAL 5:
ACTION STEPS	ACTION STEPS
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GOAL 6:	GOAL 7:
ACTION STEPS	ACTION STEPS
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MY GOALS

LONG TERM GOAL

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SHORT TERM GOAL

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NOTES

QUARTERLY GOALS

	FIRST QUARTER

	SECOND QUARTER

	THIRD QUARTER

	FOURTH QUARTER

LONG TERM GOALS

1 YEAR GOALS	ACTION STEPS
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3 YEAR GOALS	ACTION STEPS
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5 YEAR GOALS	ACTION STEPS
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10 YEAR GOALS	ACTION STEPS
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LIFE GOALS

GOAL 1

GOAL 2

GOAL 3

GOAL 4

GOAL 5

GOAL 6

ACTIONS I NEED TO MAKE

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SELF CARE GOALS

GOALS FOR THE MIND

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GOALS FOR THE BODY

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FINANCIAL GOALS

GOAL

ACTION STEPS
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GOAL

ACTION STEPS
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GOAL

ACTION STEPS
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BUSINESS GOALS

GOAL:

TARGET DATE:

NOTES:

ABOUT

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GOAL:

TARGET DATE:

NOTES:

ABOUT

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GOAL:

TARGET DATE:

NOTES:

ABOUT

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FITNESS GOALS

START DATE:	START WEIGHT:	START BMI:
DURATION:	GOAL WEIGHT:	GOAL BMI:
END DATE:	END WEIGHT:	END BMI:

GOOD HABITS TO START

BAD HABITS TO END

MEASUREMENT GOALS

	NECK	CHEST	BICEPS	WAIST	HIPS	ABS	THIGHS	CALF	WEIGHT
GOAL									
ACTUAL									

ACTION PLANS	MOTIVATION

GOAL PROGRESS TRACKER

GOAL:										
START DATE:					DEADLINE:					
PROGRESS TRACKER	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%

GOAL:										
START DATE:					DEADLINE:					
PROGRESS TRACKER	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%

GOAL:										
START DATE:					DEADLINE:					
PROGRESS TRACKER	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%

GOAL:										
START DATE:					DEADLINE:					
PROGRESS TRACKER	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%

GOAL:										
START DATE:					DEADLINE:					
PROGRESS TRACKER	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%

GOAL:										
START DATE:					DEADLINE:					
PROGRESS TRACKER	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%

GOALS OVERVIEW

GOALS OVERVIEW	

GOAL WORKSHEET

DATE: _____

GOAL:

WHY?

STEPS TO TAKE	
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NOTES

GOAL REVIEW

GOAL	REVIEW DATE	ACHIEVED

WHAT WENT WELL

WAYS TO IMPROVE

GOAL	REVIEW DATE	ACHIEVED

WHAT WENT WELL

WAYS TO IMPROVE

GOAL REFLECTION

DATE: _____

HOW DO YOU FEEL ABOUT YOUR GOAL
AND YOUR PROGRESS?

WHAT CHALLENGES DID WE FACE?

SPRINT GOAL

DID YOU SUCCEED?

NEXT SPRINT GOAL

DEFINE SUCCESS

MONTHLY GOALS

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

MONTHLY GOALS

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

WEEKLY GOALS

MONDAY

THURSDAY

TUESDAY

FRIDAY

WEDNESDAY

SATURDAY

THURSDAY

SUNDAY

YEARLY GOALS

YEAR: _____

JANUARY	
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YEARLY GOALS

YEAR: _____

JULY	
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VISION BOARD

FRIENDS

LOVE

CAREER

FINANCE

HEALTH

PERSONAL GROWTH

HOME

LEISURE

DAILY PLANNER

SCHEDULE

06:00

07:00

08:00

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I'M GRATEFUL FOR

TO DO LIST

☐☐☐☐☐☐☐☐

NOTES

WEEKLY PLANNER

WEEK OF: _____

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

NOTES

MONTHLY PLANNER

MONTH:

YEAR:

MON	TUE	WED	THU	FRI	SAT	SUN

NOTES

MOOD TRACKER

[illegible][illegible]

HABIT TRACKER

HABIT	S	M	T	W	T	F	S

NOTES:

30-DAY CHALLENGE

CHALLENGE:

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
DAY 6	DAY 7	DAY 8	DAY 9	DAY 10
DAY 11	DAY 12	DAY 13	DAY 14	DAY 15
DAY 16	DAY 17	DAY 18	DAY 19	DAY 20
DAY 21	DAY 22	DAY 23	DAY 24	DAY 25
DAY 26	DAY 27	DAY 28	DAY 29	DAY 30

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TO DO LIST

DATE: _____

M T W T F S S



NOTES

[illegible]

NOTES

NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.