

The background features a soft-focus image of pink carnations at the top and a spiral-bound notebook with a silver pen resting on it at the bottom. A large, semi-transparent pink rectangle is centered over the image, containing the text.

Career Insights

Goal Setting

Toolbox



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Designed to help you work toward a simpler list of just 3 achievable goals.
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Designed to help you create specific, measurable, achievable, relevant, time-bound goals.
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Designed for setting goals, recognizing where you are now, and identifying what to do next.

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Goal Setting TOOLBOX

**The Journey
of a thousand
miles begins
with a single
step.**

-Lao Tzu

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LIFE *goals*

Let's start with 3 main goals and break them down into the action steps that will make achieving them possible.

GOALS

ACTION STEPS

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SMART *goals*

This worksheet is designed to help set SMART goals.

SPECIFIC

What is the goal? What do I want to accomplish?

MEASURABLE

How will I know that I've accomplished the goal?

ACHIEVABLE

Is this goal achievable? What will I need to do to achieve it?

RELEVANT

How is this goal relevant to my life?

TIME-BOUND

What is my deadline to accomplish the goal?

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GOAL

Execution

This worksheet is designed to help you reach your goals through regular review.

Goal:	Result:
Obstacle:	
Action:	

Goal:	Result:
Obstacle:	
Action:	

Goal:	Result:
Obstacle:	
Action:	

GROW-MODEL *goals*

Goals, Reality, Options, and Way Forward) - a simple but effective method for setting goals, recognizing where you are now, and identifying what to do next.

G = Goal

Where do you want to be?

Describe in detail what your ideal end point looks like.

On a scale of 1 to 10 (10 being the best), how hopeful that you can reach that end point?

What are sub goals that accompany the big goal?

What bigger goals will achieving this goal lead to?

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GROW-MODEL *goals*

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R = Reality

Where are you right now with this goal?

What strengths can you use to achieve your goal?

What assumptions do you have about reaching your potential?

What obstacles are you currently facing?

What strengths are available to help you take steps toward your goal?

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GROW-MODEL *goals*

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O = Options

What are some of the options to reaching your goal?

Which choice energizes you the most?

What will you do in the next 24 hours?

If money was not an obstacle, what would you do?

How do you want to progress?

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GROW-MODEL *goals*

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W = Way Forward

What is your first step forward?

What are sub-steps that need to be taken?

How will you be held accountable?

Who needs to be included in your process?

How will you know you've reached your goal?

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