



Goals Worksheet

Personal Priorities

When setting any goal, it is important to first think about what your priorities and real values are in life. Too often we get in a rut or overly involved in situations that are not really things we truly care about.

In this chart, list everything that is important to you in life in order of importance, and why it's important to you? Also explain how it makes you feel when that area of your life is healthy and prosperous.

(Ex: God, Health, Finances, Family, Friends, Activities, Fun, Personal Development, etc)

Priorities	Why? How does it make you feel?
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Long Term Goals

1. List all of the things you would like to get done in life and place them in order of importance, and why you want to achieve them and how would that make you feel to accomplish them.
2. Ask yourself, do your long-term goals align with your top priorities listed in the first section?
3. Take a moment to think about where you are now and what it would take for you to tackle them and make a list of what comes to mind.

Long Term Goals	Why? How does it make you feel to achieve that?
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

Short Term Goals

List your goals for the next 3 years that will bring you closer to your long-term goals in the previous section, then break them down to what must be accomplished this year.

3 Year Goals
1.
2.
3.
4.
5.

1 Year Goals
1.
2.
3.
4.
5.

List what you need to accomplish each month this year to reach your 1-year goals.

January	February	March

April	May	June

July	August	September

October	November	December

Plan when to take care of reoccurring responsibilities and action you need to take to get to your goals. (Ex: Monday, Wednesday, Friday may be days to go to the gym; Sunday might be a grocery shopping and meal prep day, etc; Saturday might be a day to relax and have fun)

*It's also good to plan one day a week to plan other goals that need to be done in the next week.

Weekly Goals
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Every day before you go to bed write down a list of your priorities that you need to get done the next day, and do your best not to move on to the next activity until you have accomplished the first priority. Schedule these into your time management sheet.

Daily Goals
1.
2.
3.
4.
5.