

# Basic Goal Setting

# F.A.C.E.F.E.A.R

## Long-Term Goals (10 years):

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## Short-Term Goals (5 years):

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## Immediate Goals (within the next 24 months):

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### **Prioritize!**

List your three most important goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **What Could Get in My Way?**

List some obstacles to accomplishing your goals:

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How can you overcome these obstacles? \_\_\_\_\_

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### **What Actions & Resources will I need to Meet My Goals?**

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### **Who Can Help Me?**

List family members, friends, mentors and coaches who can help you meet your goals:

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### **When Do I Start?**

Write down a kickoff date for taking action. Indicate when you hope to accomplish the goal:

GOAL	Start Date	End Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Personal Mission Statement!** is a statement that will describe your fundamental purpose. It's what you ultimately want to achieve in your life or career, expressed in a specific, measurable way. It will guide you in the planning and implementation of your vision. Its a description that encompasses your own personal objectives and long-term goals. Fill out your Personal Mission Statement Worksheet.

**My Financial Goals:** \_\_\_\_\_

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- increase income • get rid of debt • save for education
- set rainy day fund(6 months worth minimum)
- set up investments/retirement

**My Attitude Goals:** \_\_\_\_\_

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- be positive
- treat others as I would want to be treated

**My Career Goals:** \_\_\_\_\_

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- get a promotion • learn a new job skill
- set and reach business/career goals

**My Education Goals:** \_\_\_\_\_

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- earn credits toward a degree
- take adult education classes

**My Family Goals:** \_\_\_\_\_

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- spend more quality time with family and friends

**My Exercise Goals:** \_\_\_\_\_

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- eat better
- work out 3 times a week and/or walk 3 times a week

**My Arts Goals:** \_\_\_\_\_

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- relax and enjoy the arts more
- make time for a hobby

**My Recreation Goals:** \_\_\_\_\_

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- relax • play • travel

**"A goal properly set is halfway reached."**

**Abraham Lincoln**

Complete this worksheet and post it on your wall. Look at it daily. Spend at least 10 minutes each morning planning. Fill out your daily To Do List. Take the action steps necessary to reach your goals. Making a regular habit of reviewing your goals and taking action on a daily basis, you'll be better able to achieve them. If you need more space for goals, print a goal extension worksheet, fill out and hang below this worksheet.