

Goal Setting Template

Setting a long term goal is a strategic way to ensure that you achieve your purpose, whether in your personal, professional, business or social life. However, without the right plan to achieve this goal, it can quickly fall through the crack. Setting several short-term goals that align with the big picture can help you stay on course. For instance, if your long-term goal is to become a CEO in the next 10

years, setting short term goals that involve meeting the right people, finding a sponsor, taking a leadership course and perhaps shadowing a CEO would help you put your CEO goal in perspective. This template will help you set short term goals with actionable steps to achieve your goals.

SMART GOAL: My goal for the next three months is...	
GOAL FOR EACH MONTH	TASKS TO ACHIEVE MONTHLY GOALS
MONTH 1 GOAL:	Task 1:
	Task 2:
	Task 3:
MONTH 2 GOAL:	Task 1:
	Task 2:
	Task 3:
MONTH 3 GOAL:	Task 1:
	Task 2:
	Task 3:
REVIEW (Did I achieve my goal? What next?)	