Goal-setting worksheet

DATE _____

ONE GOAL, WRITTEN DOWN PROPERLY

MY GOAL, IN ONE SENTENCE

WHY IT MATTERS TO ME

HOW I WILL KNOW I HAVE DONE IT

BY WHEN

WHAT IS MOST LIKELY TO GET IN THE WAY

IF THAT HAPPENS, THEN I WILL

MY FIRST ACTION, THIS WEEK

THE HABIT I WILL REPEAT EVERY WEEK

Milestones and check-ins

BREAK IT INTO THREE STEPS, THEN CHECK IN EVERY FOUR WEEKS

MILESTONE 1 BY .....

MILESTONE 2 BY .....

MILESTONE 3 BY .....

WEEK 4

ON TRACK?

WHAT HELPED

WHAT TO CHANGE

WEEK 8

ON TRACK?

WHAT HELPED

WHAT TO CHANGE

WEEK 12

ON TRACK?

WHAT HELPED

WHAT TO CHANGE

A filled-in example

A MADE-UP EXAMPLE, TO SHOW HOW SHORT EACH ANSWER CAN BE

MY GOAL

Run a 5K without stopping by the end of March.

WHY IT MATTERS

I want to feel fit again, and to do the spring park run with my sister.

HOW I WILL KNOW

I finish a timed 5K at the park without walking.

BY WHEN

31 March.

WHAT GETS IN THE WAY

Dark, cold evenings after work, when I talk myself out of going.

IF THAT HAPPENS, THEN

I run before work on Tuesday and Thursday, with my kit laid out the night before.

FIRST ACTION

Book the park run for the last Saturday in March and tell my sister.

WEEKLY HABIT

Three short runs, adding one minute of running to each every week.

The obstacle and if-then lines follow the WOOP method (wish, outcome, obstacle, plan) from Gabriele Oettingen's research on motivation, described at woopmylife.org. More goal and habit pages: templacity.com/printables