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**Goal Setting Strategy Sheet**

Setting and achieving goals is a fundamental part of creating forward momentum in life and business. The purpose of this ‘strategy sheet’ is: to help you to define the that goal you want to achieve; to help determine a clear outcome/result from your goal; identify the support structure you’ll need to get the results you want; create your strategy: your goal-actions ; commit to your goal; and create a review system for you to check progress to help ensure forward momentum to achieving your goal.

Watch the video in the ‘Goal’ module to help you to complete this strategy sheet.

1. **DEFINING YOUR GOAL:**
   * **GOAL CATEGORY** -  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **OUTCOME** - What is the clear outcome/result you want to achieve? How will you know when you’ve achieved this goal? You need to be ‘crystal’ clear with your outcome. An ambitious goal should be both scary and achievable (with a stretch!) It should also support your vision.
* **GOAL NAME** -  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **WHY?** – Why is this goal so important to you? The more important and personal the goal is to you the more passionate you’ll be towards achieving it. This will also help should ‘roadblocks’ crop-up when working on your actions! Write an inspirational note to yourself on why you must continue even when the going gets tough.
* **WHEN?** – When will you achieve this goal? Is the date realistic and achievable? If not, could it be achievable through additional support? (See next step).

1. **WHAT WILL YOU NEED TO ACHIEVE YOUR GOAL?**
   * **IDENTITY** – What behaviours/habits do you need to achieve this goal? What sort of person would ‘nail’ this goal? Who do you need to be?
   * **‘NORTH STAR’** – What symbol could inspire you to ‘smash’ your goal?
   * **HELP FROM OTHERS** – Do you need help from others to achieve this goal? If so, what?
   * **ACCOUNTABILITY** – How would you like to be held accountable with your actions to achieve this goal? Would an ‘Accountability Partner’ help? If so, who could you share your goal with? How often and when? Will you use your ‘Accountability Mirror?’
   * **ROADBLOCKS** – Think about what could prevent you from working on your actions and achieving your goal in the future? What could you put in place now to prevent the roadblock from happening or to minimise its impact?
2. **CREATING YOUR STRATEGY: YOUR GOAL-ACTIONS:**
   * List below the action/s that you are committing to; how often you’ll do them and when:

**Action Name Description Schedule Completion Date**

* + **TAKE ACTION NOW!** – What small action will you do RIGHT NOW to start your forward momentum with your goal?

1. **YOUR REVIEW:**
   * When will you review your progress towards achieving your goal? How often will you do this?

**Remember:** Our plans don’t always work out as expected. Reviewing your progress is critical. When you spend time reviewing your goal, notice what is working and what isn’t working – learn from your experiences. If your plan to achieve your goal isn’t working as you would like, then adjust your strategy (i.e. your goal and actions) and try again. If your plan still isn’t working then repeat this – notice, learn, adjust your strategy, and then then try again. Repeat. Repeat. Repeat!

1. **YOUR COMMITMENT:**
   * **YOUR COMMITMENT STATEMENT** – Why will you commit to achieving YOUR goal?

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I wish you success with your goal!