



Step-by-Step Guide to the Goal Setting Worksheets

Mission Statement

This is your personal life mission. It is a summary of your main objectives, and it brings purpose and clarity to your life. It helps you remember what is most important so that you can live a life that will fulfil you. You will use this mission statement as a guide to remind you how to live your life to the fullest. Your mission statement is the starting point to defining your ideal life.

Ideal Life

This section clearly depicts the dream life you wish to attain. It clearly states how you envision yourself living the life that you desire. By painting a detailed picture of your ideal life, you will better know how close you are getting to it and when you have reached it. You should keep your mission statement in mind when defining your ideal life to ensure that in the end it will truly fulfil you.

Personal Values

Your personal values are a list of what matters most to you. They create a framework and set parameters for your behaviour and actions. They act as your moral compass, helping you to stay on track. Your personal values are what will help you make the right decisions when it matters most. You should consider your personal values when writing your mission statement to make sure your statement aligns with your values.

Physical Health Goals

How do you plan on taking care of your health and well being? This section lists the physical health goals you want to achieve so that you can be your best self. It clearly states what you need to do regularly so that you can be healthy and strong.

Mental/Psychological/Emotional Health

Your total health extends beyond just your physical health. This section is for the psychological and emotional goals that you aspire to achieve. List the tasks that you would like to accomplish on a regular basis in order to make sure your mind is just as healthy and strong as your body.

Financial

Financial security means different things to different people. Think about what it means to you, both in the short term and in the long term. In this section, list the steps that you need to take and the benchmarks you want to reach in order to secure your financial future.



Career

Most of us must work in order to support ourselves. Our work is most fulfilling when we look at it as a career that we are developing, rather than just a job to pay the bills. Even if you don't work for a living, doing something everyday that makes you feel vital, productive and useful is extremely important; consider that your career. In this section list the milestones that you want to reach to feel successful in whatever vocation you have selected, along with the necessary tasks to attain them.

Relationships/Family

Having close and meaningful relationships are very important for our happiness. In this section, determine who are the individuals with whom you want to have these meaningful relationships, and identify the tasks that you will perform to ensure that these relationships become and remain happy and healthy.

Recreation/Hobbies

Hobbies not only bring us pleasure, they also helps us to grow, learn and feel fulfilled. Identify what you want from your hobbies, what you want them to bring into your life. Then determine which hobbies are the best suited to your nature and your situation. In this section, list those hobbies along with how much time and effort you will dedicate to them.

Skills/Learning/Personal Growth

We should never stop learning and growing, no matter what our age is. In this section, outline the type of personal development that is important to you. Identify the tasks you will complete, whether they involve reading, taking formal classes, or just learning by volunteering or working with a friend. Decide how you will make continuous learning an important part of your everyday life.

Gratitude

Learning to practice gratitude for all the blessings we have is one of the most important and easiest steps to finding sustained happiness in our lives. Use this section to create a list of what you are most grateful for in your own life. Then use this list as a starting point for your daily gratitude practice, where you regularly identify and reflect on at least five things for which you are grateful.

Affirmations

A daily affirmation practice is just as valuable and useful to sustained happiness as a daily gratitude practice. In fact, the two can go hand in hand, supporting each other. Use this section to help you develop a list of affirmations that you can reflect on regularly. Select affirmations that reflect your sense of gratitude and which will bring more positivity into your life.



When Things Get Tough

We all will occasionally encounter days that will be challenging, regardless of how much we work on bringing more happiness, gratitude and positivity into our lives. Find a phrase that will provide you with strength and inspiration on those days. It can be something of your own creation, a saying from a respected relative or friend, or a quote from an individual that you admire. Select a phrase that speaks deeply and personally to you, and offers you the strength to get through those tough times.

When you set your goals, remember to follow these 4 guidelines:

- **Your goals should be specific:** The more specific they are, the better. For example, rather than having the general goal to lose weight, it is better to set your sights on joining a gym, exercising 5 days a week for 30 minutes, and losing 20 pounds by April.
- **Your goals should have a timeline:** Goals are most powerful when they have a time factor involved. That creates a sense of urgency and helps prevent procrastination. For example, rather than merely saying you want to read 10 books, it is better to stipulate reading 1 book per week or 10 books in 10 weeks.
- **Your goals should be measurable:** In order to create accountability and to monitor your progress, it is important to set goals that can be measured. For example, instead of saying you want to earn more money in general, it is more effective to have the measurable goal of earning \$100 more each subsequent month or \$7500 per month by June.
- **Your goals should be visible:** It is highly recommended that you place your completed goal worksheet somewhere where it is visible to you daily. You can paste it near your desk, on your mirror, on your fridge, etc. You can also scan it or take a photo of it and save it to your phone or use it as wallpaper on your computer or laptop. The point is to make it easy to view your goals daily so that you are reminded of them often and stay focused.



SAMPLE COMPLETED GOAL SETTING WORKSHEET:

Mission Statement

To live a life of integrity, love, kindness, and success while helping others to do the same.

Ideal Life

To live in a beautiful home with my family and be close to my relatives and best friends. To have a job that I love going to everyday and which earns me enough money to be able to not only pay for everything my family needs, but also have enough leftover to save for a comfortable future.

Values

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| <ul style="list-style-type: none">• Always be honest with myself and others• Don't have any regrets | <ul style="list-style-type: none">• Putting myself first is not selfish• Always help others if I am able to• Be present |
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Physical Health Goal: Maintain a healthy weight and exercise regularly

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| <ul style="list-style-type: none">• Do at least 30 mins of cardio 5 times a week• Do weight training 3 times a week• Avoid processed and refined foods | <ul style="list-style-type: none">• Avoid fast food• Avoid fried food• Eat at least 3 servings of fruits and vegetables everyday |
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Mental/Psychological/Emotional Health: Make my emotional well being a priority

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| <ul style="list-style-type: none">• Practice meditation everyday for 15 minutes• Remember to maintain a positive attitude | <ul style="list-style-type: none">• Practice gratitude everyday before bed• Notice my anger• Practice forgiveness• Breathe when stressed |
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Financial: Build up a networth of at least \$1 million before I retire

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| <ul style="list-style-type: none">• Save at least 15% of my earnings• Earn at least \$150,000 a year in 5 years | <ul style="list-style-type: none">• Avoid using credit at all costs• Save up for large purchases instead of financing them |
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Career: Reach a position in senior management within 4 years

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| | <ul style="list-style-type: none">• Find a mentor who will help me reach my career goal |
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Relationships/Family: Stay in touch with my loved ones who are far away

<ul style="list-style-type: none">• Call at least 1 out of town relative every week	<ul style="list-style-type: none">• Visit at least 2 out of town relatives every year
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Recreation/Hobbies: Take up hobbies that help me to relax and enjoy some time by myself

<ul style="list-style-type: none">• Bake a loaf of bread at least twice a month• Read at least 2 books a month	<ul style="list-style-type: none">• Finish at least one sudoku puzzle a week• Spend at least 2 hours a week gardening
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Skills/Learning/Personal Growth: Complete a master's degree in 3 years

<ul style="list-style-type: none">• Research options for master's programs in my area• Identify which programs will be most helpful for my career development	<ul style="list-style-type: none">• Enroll in a master's program that fits my work and family schedules
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Gratitude: The things I am especially grateful for

<ul style="list-style-type: none">• My family• My health• My friends	<ul style="list-style-type: none">• My skills• Opportunities that come my way• My cozy home
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Affirmations

<ul style="list-style-type: none">• I am a hard worker and I can achieve great things.• I have a lot to offer to my family and friends.• I am worthy of the blessings I have in my life.
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When Things Get Tough:

Remember that this too shall pass.



Mission Statement

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Ideal Life

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Values

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Physical Health Goal:

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Mental/Psychological/Emotional Health:

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Financial:

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Career:

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Relationships/Family:

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Recreation/Hobbies:

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Skills/Learning/Personal Growth:

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When Things Get Tough:

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