

## Goal-Setting Worksheet

*Adapted from sparkpeople.com*

**Step 1: Write down your goal in as few words as possible.**

My goal is to: \_\_\_\_\_

**Step 2: Make your goal detailed and SPECIFIC.**

HOW will you reach this goal? List at least 3 action steps you'll take (be specific):

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

I will know I've reached my goal when \_\_\_\_\_

In addition, who will you ask for support?: \_\_\_\_\_

**Step 3: Make sure your goal is MEASUREABLE.** Add details, measurements and tracking details.

I will measure/track my goal by using the following methods (i.e. journal that documents your weekly progression, reflect with supporters):

\_\_\_\_\_

**Step 4: Make your goal RELEVANT.**

List *why* you want to reach this goal:

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

**Step 5: Make your goal TIMELY.** Put a deadline on your goal and set some benchmarks.

I will reach my goal by (date): \_\_\_/\_\_\_/\_\_\_.

Additional dates and milestones I'll aim for:

### Poor Examples of Goals

Eat better.  
Meet new people.  
Study more.  
Be less stressed.  
Get better grades.

### Good Examples of Goals

Eat at least one veggie a day.  
Participate regularly in at least one campus group.  
Study for 2 hours each night.  
Exercise at least 3 times a week.  
Achieve a 3.0 GPA by the end of the semester.



# Office of Student Success

<b>WHAT IS YOUR GOAL? (SPECIFIC)</b>	<b>HOW WILL YOU REACH YOUR GOAL? WHO WILL SUPPORT YOU?</b>	<b>HOW WILL YOU MEASURE YOUR GOAL?</b>	<b>WHY DO YOU WANT TO REACH THIS GOAL?</b>	<b>WHEN DO YOU PLAN TO REACH THIS GOAL (DATE)?</b>



## Office of Student Success

### *Definition of Student Success:*

The true measure of student success is how well students are prepared to accomplish their current and future academic, personal, and professional goals through the development of knowledge, a sense of responsibility and self-reliance, and a connection to the college and wider community.

### *Learning Outcome:*

Informed Decision-Making: By completing this goal-setting worksheet you are exhibiting the student success learning outcome of informed decision-making. This encompasses the thoughtful seeking out of relevant information and the acceptance of responsibility for yourself and your decisions.