

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

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



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.