



Goal-Setting Worksheet

Goal Title

Describe the goal.

- What will you be doing?
- When should it be completed?
- What are the objectives of this goal?

TIP! Use SMARTER goal guidelines.

Milestones

List the steps.

- What milestones will you set to keep your goal on track?
- What steps do you need to follow to meet expectations?
- Who will keep you accountable?

TIP! Set yourself up for success by developing achievable milestones.

Exceeding Expectations

Describe how you might exceed expectations.

- What could that look like?
- How will you assess or measure it?