# Goal Setting Worksheet

*Use this worksheet to define your personal goals, map out action steps, and track progress. Clear goal setting increases motivation and provides direction to help you achieve what truly matters.*

## Personal Information

**Name:** {name}

**Date:** {date}

## Main Goal

**Goal Title:** {goalTitle}

**Goal Description:** {goalDescription}

**Why this goal is important:**

{goalReason}

## Goal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Date** | **Category** | **Priority** | **Measurement of Success** |
| {targetDate} | {goalCategory} | {priorityLevel} | {successCriteria} |

## Milestones

Break down your goal into achievable steps. Review and update regularly.

{#milestones}

1. **{title}:** {description}   
   Deadline: {deadline}

{/milestones}

## Resources & Support

**People or tools that can help:**

{#resources}

* {resourceItem}

{/resources}

## Challenges & Solutions

Consider possible obstacles and strategies to overcome them.

|  |  |
| --- | --- |
| **Challenge** | **Solution** |
| {#challenges}{challenge} | {solution}{/challenges} |

## Progress Tracking

Track your progress with individual check-ins or updates.

{#progressUpdates}

* Date: {updateDate} — *{progressNote}*

{/progressUpdates}

## Review & Reflection

**Overall Progress Summary:**

{progressSummary}

**Lessons Learned:**

{lessonsLearned}

**Next Steps:**

{nextSteps}