# Goal-Setting Template

## 1. Define Your Vision 🔍

Describe your long-term vision and what inspires you.

|  |  |
| --- | --- |
| **Aspect** | **Reflection** |
|  |  |
|  |  |

## 2. Set SMART Goals ✅

Outline specific, measurable, achievable, relevant, and time-bound goals.

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| --- | --- |
| **Goal** | **SMART Criteria** |
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## 3. Break Down the Goal into Action Steps 📝

List action steps and set deadlines.

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| --- | --- |
| **Action Step** | **Deadline** |
|  |  |
|  |  |

## 4. Set Milestones 📍

Mark key milestones for each goal.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
|  |  |
|  |  |

## Pro Tip 💡

Use this template daily or weekly to stay organized and motivated. Adjust it to fit your personal style and goals.

## Additional Notes 📝

Use this space to jot down extra notes, ideas, or anything you want to remember.