# Goal-Setting Template

## 1. Define Your Vision

Vision Statement: What do you want to achieve in the long run?

Inspiration: Include a few keywords or phrases that summarize your vision.

## 2. Set SMART Goals

Specific: Clearly define the goal. What exactly do you want to accomplish?

Measurable: How will you track progress? What metric will show you've reached it?

Achievable: Ensure the goal is realistic. What resources or steps are needed?

Relevant: Why is this goal important? How does it align with your larger vision?

Time-bound: What is the deadline? When will you achieve this goal?

## 3. Break Down the Goal into Action Steps

Action Step 1: Description & Deadline

Action Step 2: Description & Deadline

Action Step 3: Description & Deadline

## 4. Resources Needed

Tools/Resources: List any tools, support, or resources required.

Support Network: Who can help? Mentors, colleagues, friends, or family?

## 5. Set Milestones

Milestone 1: [Date & Achievement]

Milestone 2: [Date & Achievement]

Milestone 3: [Date & Achievement]

## 6. Tracking & Reflection

Weekly Review: Reflect on weekly progress.

Monthly Reflection: Analyze the monthly outcomes and adjustments needed.

Completion Date: Mark the date when the goal is completed.

Notes/Adjustments: Record any notes on what went well or needed improvement.

## 7. Celebrate Your Achievement

Reward: How will you celebrate your progress or final achievement?