

Goals Template

Use this to create, set, and implement your goals. Set a time period – monthly, quarterly, etc.



My Goals (set 1 to 5)

- 1)
- 2)
- 3)
- 4)
- 5)

1-3-5 Goal!

- i. Goal - specific, measurable and time-bound:
- ii Why's - identify and prioritize three reasons why you want to achieve this goal
- iii. Actions - list five specific actions and target dates to achieve this goal

1. {enter first goal here and use same format for all five goals}

Why: 1)
2)
3)

Actions: 1)
2)
3)
4)
5)

Six Questions about your goals:

- 1) **What** is the specific goal that you want to achieve?
- 2) **Why** do you want to achieve this goal?
- 3) **Where** are you currently starting from as it relates to this goal?
- 4) **How** will you achieve this goal? List each individual action step and deadline.
- 5) **Who** will be involved in helping you achieve this goal? Identify their specific role.
- 6) **When** will you achieve this goal? Identify a specific date.