

# GOAL SETTING



**MUST-HAVE  
CHECKLIST**

# ***GOAL SETTING CHECKLIST***

So you're ready to go for what you want. You want to create your goals. Use this handy checklist to make sure each step is taken care of.

## **Before You Begin**

- ☐ Think about what your big goal is. Is it something you have always dreamed of doing or is it from peer pressure?
- ☐ Is this something I need a formal goal for? Do I need to write it down and break into easy to follow steps?
- ☐ Am I passionate about it? Do I have a passion for it? What is my "WHY"?
- ☐ Commit to it. Is it something I can commit to over the long haul? When things get tough?
- ☐ Visualize yourself achieving the goal. How does it make you feel? Create a visual image of the goal.
- ☐ The goal has a focus. Will it move me in a focused direction in some area of my life?
- ☐ I can turn this big dream into smaller steps making it easier to achieve. A big dream can seem impossible to accomplish.
- ☐ This goal holds me accountable by giving me a timeline to reach it.
- ☐ This goal fuels my ambition. It motivates me and gives me a plan for my life.
- ☐ I have a picture of what I really want. It lets me see what I want instead of what I think I want.

## **What To Do To Keep From Failing**

- ☐ This goal is very precise and exact. It's important to me and I make it a priority. I know that vague goals lead to setting the wrong priorities.
- ☐ I don't listen to those who will steer me in the wrong direction. Listening to the wrong people will take me on a path I don't want. I listen to those who have encouraged me.
- ☐ I am willing to change my bad habits or way of thinking to achieve this goal. My own selfish acts can keep me from achieving my goals.
- ☐ I make my goal a priority. I don't make excuses. Procrastination is easier than doing the work. Doing the work gets me where I want to be.
- ☐ I keep my thoughts positive and work through my fears. Negative thoughts and fears will kill my dream.

- ☐ I am self-confident in my abilities and know that I can learn what I need to in order to reach my goals.
- ☐ I have a higher purpose for wanting to achieve this goal. I set the goal for the right reasons. Lack of purpose will have me chasing dreams that don't mean anything to me.
- ☐ I am focused and working on only one goal at a time. I know what I am good at and most driven to achieve. Working on too many things at once divides my attention, preventing me from achieving any of my goals.
- ☐ I have a plan. I know what I want achieve and how to go about reaching that goal. Not having a plan leads to floundering and getting nowhere.

### **Successfully Setting Goals**

- ☐ I believe in my goals. My goals are just out of my comfort zone and my reach but they are attainable.
- ☐ I visualize myself achieving the goal.
- ☐ My goals are written down. I begin with the main big goal and then break it down into smaller steps.
- ☐ Make a commitment to them. I do something towards achieving this goal every day.
- ☐ I stay focused on this goal. I know that I will have ideas come up of other fun things I want to achieve while I am working on this goal. I will stay focused on this one until I reach the end.
- ☐ My goals are "SMART" goals. This popular acronym that has been proven to work when setting your goals. They are specific, measurable, actionable, realistic, and have a time set date.
- ☐ I have a plan of action to attain my goal. I worked backward from the big goal to create the steps and the time line to attain my goal.
- ☐ I review my goal on a regular basis to keep on track and to determine what my next step is.

### **Follow Through to the End**

- ☐ Differentiate between short and long term goals. Set a specific date you want to achieve the goal. Goals can be 1 month, 3 months, 6 months, one year, 5 years or any other amount of time.
- ☐ Have an accountability partner to keep me moving toward my goal. They are my guide when I want to quit, don't know what to do next and help me get back on track.

- ☐ Revisit my visualized goal. Going back to my visual image of the completed goal keeps me motivated on why I am pursuing this goal.
- ☐ I have created the small steps I need to follow through on the goal. When I get off track I revisit these steps.
- ☐ I physically tick off completed tasks from my break down list. This shows me how far I've come.
- ☐ I celebrate achieving certain steps along the way toward my big goal.
- ☐ Review often. Take time every month to review your goals. This keeps you on track and can help you see if you are pursuing a goal that no longer matters to you.
- ☐ Be consistent. Work on your goals every day. If you need to, tweak your habits. Work on changing old habits that won't help you reach your goal. Begin building new habits.
- ☐ Reward yourself when you reach a milestone.
- ☐ I forgive myself if I fall off track. I give myself a pep talk and then get back on track.



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