

# Goal-Setting: Short Term

**Short-Term Goal:**

(less than one year)

	Notes
<b>Specific</b> <ul style="list-style-type: none"><li>• Can it be easily explained?</li><li>• Is it too broad or vague?</li></ul>	<hr/> <hr/>
<b>Measurable</b> <ul style="list-style-type: none"><li>• How will you know when your goal has been reached?</li></ul>	<hr/> <hr/>
<b>Action-Oriented</b> <ul style="list-style-type: none"><li>• Do you have specific action steps?</li><li>• Who will be held accountable?</li></ul>	<hr/> <hr/>
<b>Realistic</b> <ul style="list-style-type: none"><li>• Is it feasible?</li></ul>	<hr/> <hr/>
<b>Timed</b> <ul style="list-style-type: none"><li>• What is the deadline?</li></ul>	<hr/> <hr/>
<b>Obstacles</b> <ul style="list-style-type: none"><li>• What are some obstacles you might have to overcome to achieve your goal?</li></ul>	<hr/> <hr/>
<b>Solutions</b> <ul style="list-style-type: none"><li>• How will you overcome those obstacles when you face them?</li></ul>	<hr/> <hr/>

# Goal-Setting: Short Term *continued*

**Long-Term Goal:**

(More than one year)

	Notes
<b>Specific</b> <ul style="list-style-type: none"><li>• Can it be easily explained?</li><li>• Is it too broad or vague?</li></ul>	<hr/> <hr/> <hr/>
<b>Measurable</b> <ul style="list-style-type: none"><li>• How will you know when your goal has been reached?</li></ul>	<hr/> <hr/> <hr/>
<b>Action-Oriented</b> <ul style="list-style-type: none"><li>• Do you have specific action steps?</li><li>• Who will be held accountable?</li></ul>	<hr/> <hr/> <hr/>
<b>Realistic</b> <ul style="list-style-type: none"><li>• Is it feasible?</li></ul>	<hr/> <hr/> <hr/>
<b>Timed</b> <ul style="list-style-type: none"><li>• What is the deadline?</li></ul>	<hr/> <hr/> <hr/>
<b>Obstacles</b> <ul style="list-style-type: none"><li>• What are some obstacles you might have to overcome to achieve your goal?</li></ul>	<hr/> <hr/> <hr/>
<b>Solutions</b> <ul style="list-style-type: none"><li>• How will you overcome those obstacles when you face them?</li></ul>	<hr/> <hr/> <hr/>