

The Goal Setting Worksheet

A one-page structure for turning a goal you keep thinking about into one you actually finish. Print it, fill it in, review it weekly.

Read this first. It takes 60 seconds.

Fill this in for **one goal at a time**. Three goals is the practical ceiling for most people in a 90-day window, and one is a better place to start than three.

Work through the sections in order. Sections 3 and 6 are the ones people skip, and they are the two that decide whether the goal survives past week three. Obstacles you have not named will find you anyway. A goal without a scheduled review drifts quietly for months.

Set a repeating 15-minute weekly review before you put this down. Same day, same time. That single appointment does more work than everything else on this page.

SECTION 01

The goal statement

One sentence. If it takes two, it is not specific enough yet.

FORMAT

By [date], I will [specific achievement] by [primary method].

By September 30, I will lose 15 pounds by strength training four times a week and tracking meals daily.

The SMART check

Short answers. If any line is vague, go back and rewrite section 1.

Specific

Measurable

Achievable

Relevant

Time-bound

DO NOT SKIP RELEVANT

A goal that is not connected to something you genuinely care about will be abandoned within two weeks, every time. If you cannot answer why this matters right now, the goal is borrowed from someone else.

SECTION 03

Obstacles and plans

Name three to five things that could derail this, then write the specific response for each. Do this before you start, not after you stall.

OBSTACLE

IF IT HAPPENS, I WILL

SECTION 04

Milestones

Three to five checkpoints, each with its own date. Milestones are where motivation comes from, because the finish line is too far away to feel anything about.

DATE

WHAT IS TRUE BY THEN

SECTION 05

The weekly action

The one repeating behavior that moves this goal forward. This is the thing that goes in your calendar. Everything above is planning. This is the work.

WHICH DAY

WHAT TIME

WHERE

SECTION 06

Weekly review log

Fifteen minutes, same day each week. Score your consistency out of the number of times you planned to do the weekly action, not out of how you felt.

WEEK	DONE / PLANNED	WHAT I AM CHANGING NEXT WEEK
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

SECTION 07

Definition of done

One sentence describing exactly what is true when this goal is complete. Without it you will never feel finished, and unfinished goals quietly become permanent.

CHECKLIST

Before you file this away

- ☐ The goal statement has a number and a date
- ☐ Every SMART line is filled in, including Relevant
- ☐ At least three obstacles have a written response
- ☐ The weekly action is in my calendar as a repeating block
- ☐ The weekly review is in my calendar as a repeating block
- ☐ This page is somewhere I will physically see it

MORE AT [GOODLIFEGOALS.ORG](https://goodlifegoals.org)

The Complete Guide to Goal Setting • How to Write SMART Goals • Monthly Goal Setting • How to Hold Yourself Accountable