

Goal Setting Worksheet

Turn your hopes into manageable steps

Goals can give us direction, but they can also become overwhelming when they are too large, too vague or built around what we think we 'should' be doing. This worksheet helps you turn something that matters to you into realistic, manageable steps.

A useful goal is not a measure of your worth. It is simply a direction you have chosen.

Start with what matters

Before deciding what you want to achieve, ask why it matters. Goals are easier to return to when they connect with something meaningful — wellbeing, independence, relationships, creativity, learning, work, health, confidence, stability or another personal value.

Make the goal yours

Sometimes goals come from comparison, pressure or other people's expectations. Ask yourself: *If nobody else knew I was doing this, would it still matter to me?* If the answer is no, you may need to reshape the goal.

Think direction, then steps

You do not need to see the whole staircase before you begin. Clarify the direction, choose the next manageable step, take action, review what happened and adjust.

PLAN → ACTION → PROGRESS → REVIEW → NEXT STEP

My Goal

What would I like to work towards?

Why does this matter to me?

What value or need does it connect with?

- Wellbeing ■ Relationships ■ Independence ■ Confidence
■ Work / study ■ Creativity ■ Health ■ Enjoyment
■ Stability ■ Learning ■ Other: _____

What would progress look like?

Describe what you would notice rather than aiming for perfection.

How important is this goal to me?

0 1 2 3 4 5 6 7 8 9 10

How confident do I feel about starting?

0 1 2 3 4 5 6 7 8 9 10

If confidence is low, make the first step smaller rather than assuming the goal is impossible.

Break It Down

Large goals become easier to approach when they are divided into actions that are clear enough to begin.

Step	What will I do?	When / how?	Support needed
1 — First small step			
2			
3			
4			
5			
6			

Make the first step easy to recognise

Instead of “*sort my life out*”, a first step might be “*write down the three things currently causing me the most pressure.*” Instead of “*get fit*”, it might be “*choose one form of movement I am willing to try this week.*”

My smallest possible first step

I could do this on: _____

Barriers, Support & Adjustments

A barrier is information. It tells you something about what the plan needs.

Possible barrier	What might help?
Not enough time	Reduce the step, schedule it, remove another demand
Low energy	Choose a lower-energy version or different time
Overwhelm	Make the task smaller and define the starting point
Fear of failure	Focus on experimenting rather than proving yourself
Perfectionism	Define what 'good enough' looks like
Forgetting	Use a reminder, visual cue or routine anchor
Need support	Ask who, what or which adjustment would help
Unexpected change	Pause, adapt and choose a new next step

My likely barriers

1. _____ What could help? _____
2. _____ What could help? _____
3. _____ What could help? _____

Adjustments are part of the plan

If you are neurodivergent, disabled, living with health difficulties, caring responsibilities or fluctuating energy, your route may need to look different. Building in support, flexibility, visual prompts, breaks or accountability is not cheating — it is designing a workable goal.

Progress Tracker

Progress is not only the final outcome. Record effort, learning, adjustments and small steps.

Date	Step I took	What helped?	What did I learn?	Next step

When progress is slower than expected

Try asking: Was the step too large? Did I have the resources I needed? Did something change? Is the goal still important? Do I need support? Is there a smaller version I could do?

Avoid the all-or-nothing trap

Missing one day, changing the plan or taking longer than expected does not erase progress. A goal can bend without being abandoned.

Review, Celebrate & Reset

My review

What progress have I made?

What am I proud of?

What was harder than expected?

What helped most?

Does the goal still fit?

- ☐ Yes — continue ☐ Yes — but I need to adjust it
☐ I need to pause ☐ My priorities have changed ☐ Goal completed

My next manageable step

A Message From Me

Goals are meant to support your life, not become another way to criticise yourself.

You are allowed to start small. You are allowed to change the plan. You are allowed to discover that something takes longer than expected or that a goal no longer fits where you are.

Progress is often much quieter than we imagine. It can be making the phone call you have avoided, trying once, asking for help, returning after a difficult week, or choosing a smaller step instead of giving up completely.

Keep your eyes on the direction, but pay attention to the steps underneath your feet.

Small steps really can create meaningful change.

Space to Breathe Therapy

This worksheet is intended for psychoeducation, coaching and self-reflection and is not a substitute for individual medical or mental-health assessment or treatment.