

GOAL SETTING

# WORKBOOK

For Effective Goal Setting

ALIMENTAL LIFE

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## Setting Your Goals

# GETTING STARTED

Before setting your goals, here's some questions to ask yourself...



Are you happy and love what you do? If not, what would make it better?

What do you wish could be different?

What does success look like to you? How can you make steps to achieve this?

What motivates you?

Do you have time for being proactive? Or is most of your day spent being reactive?

## Additional questions to ask yourself before goal setting...



What are you good at?

What are your pain points?

Where are you spending too much time?

Who or what in your life causes you undue stress?

Where are you excelling and where are you falling behind?

What in your life needs attention?

Is there something you've always wanted to do, but  
haven't done yet?

What do you need to do today to keep doing the things  
you're doing well?

What do you need to do today to change what you aren't  
doing well?

Do you have time for being proactive? Or most of your  
day spent being reactive?

## WRITE DOWN WILD GOALS!

Get crazy, write down those pie in the sky goals, they don't need to be realistic right now. Shoot for the stars and be creative. Think outside of your immediate limitations.

## PICK ONE GOAL

Now that you've had time to dream. Pick one goal that you'd like to chase. Write it below.

Is this goal REALISTIC? If not, what could you do to take steps towards making it a realistic goal?

# MAKE IT SMART!

Is this goal a SMART goal? SMART is an acronym for identifying the keys to successful goal setting. Read information below and use the worksheets on the next few pages to make your goal SMART!



## PECIFIC

State what you want to do. Use action words.



## EASUREABLE

Provide a way to evaluate. Use metrics or data targets to measure success and progress.



## CHIEVABLE

Adjust the goal so it is within your capabilities. Is it possible to accomplish over time? Do you have the resources and if not, could you acquire them?



## ELEVANT

Your Goal must have some relevance to you. Needs to improve your life in some way and have an impact that is relevant to you.



## IMELY

State when you will get it done. Be specific on dates and time frames. Make check points and milestones.



What do you want to accomplish?

Why?

Who is involved?

Where is this going to happen?

What constraints or risks might come up?

# M EASUREABLE

How will you know when the objective is accomplished?

What indicators will you look for to measure progress as well as success?

Is data available? Or will you need to come up with a new way to track progress?





# Achievable

Do you have the resources (time, money, skill set) to achieve this goal?

If not, can you find a solution?

What is needed to ensure this goal is achievable and you are capable of doing it?

Is this goal achievable by the timeframe you've set?

Did you include/get input from the individuals that will be helping you achieve this goal?

# R ELEVANT

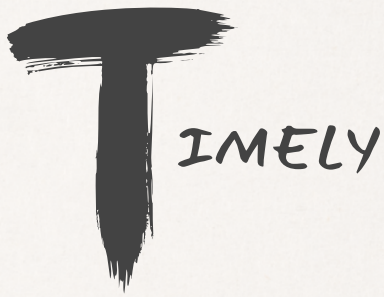
What is the impact of this goal? Why is it relevant?

Is it worth doing?

Is this the right time to peruse this goal?

Does this goal align with your values?

Does this goal align with other initiatives/needs/efforts that will be happening simultaneously?



When will you achieve this objective?

Are there milestones to set that are important to achieving this objective?

When will the activities take place and in what order?

What are you willing to accept and not accept as far as being ahead or behind timeline?

# MAKE YOUR GOAL SMART!

Take the answers to the previous questions for each answer and summarize in sentence for each letter.

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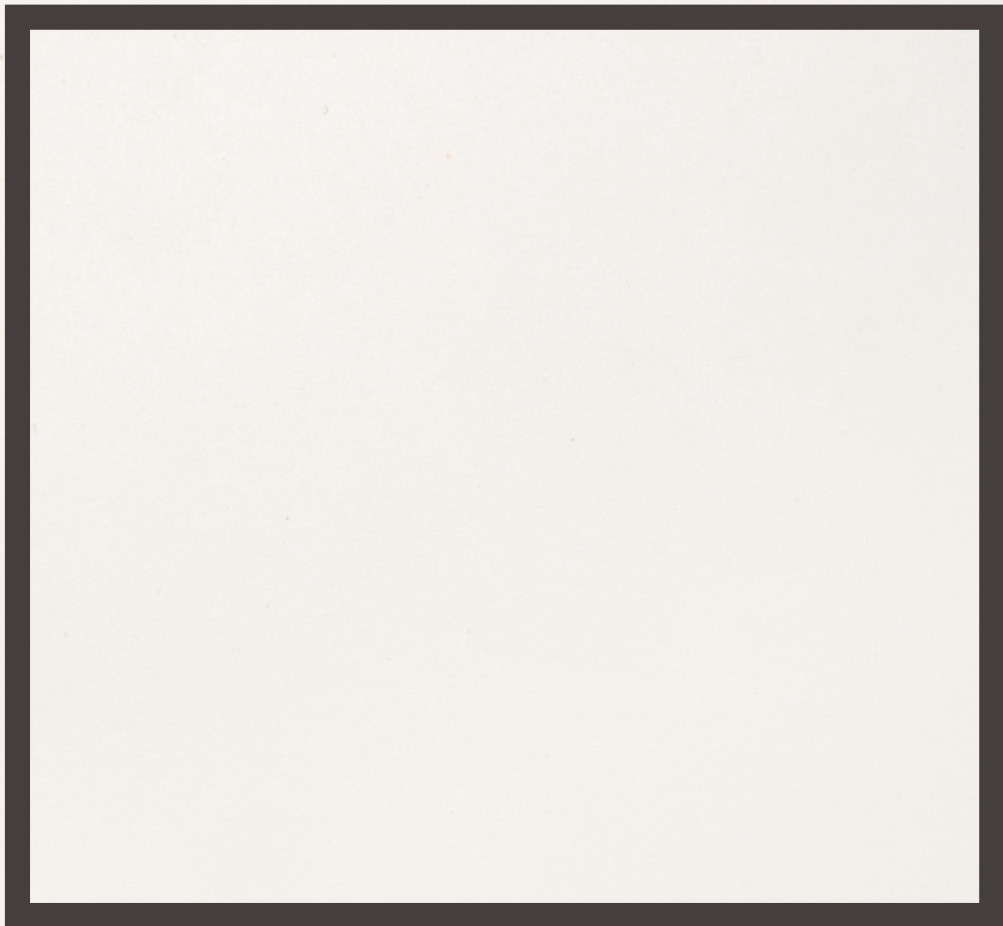
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## WRITE DOWN YOUR NEW AND IMPROVED SMART GOAL

Now that you've identified all of the pieces to goal setting, Use the information on the previous page to really hone in your goal When writing your goal below. Write it as 1-3 sentences and be sure to include all of the SMART goal setting objectives.



### EXAMPLE:

Original Goal = I want to lose weight.

SMART Version = I will count calories and weigh in daily, starting January 4th. I need to keep a 500 calorie deficit daily, to lose 15lbs before our family reunion in June. This is relevant to be, because I want to fit back into my jeans and feel comfortable and confident at the reunion.

Use the next few pages to create a  
timeline for yourself.

What do you need to do today to keep doing the things  
you're doing well?

What do you need to do today to change what you aren't  
doing well?

**CREATE  
TIMELINE**

# SHORT TERM GOALS

Write down 3, realistic things you can do, or smaller goals to achieve in the next few DAYS that will get you closer to this goal.

1

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2

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3

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Keep going, a little longer term ...

NEXT WEEK

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THE WEEK AFTER

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IN A MONTH

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2 MONTHS

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# LONG TERM GOALS

Write down 3, realistic things you can do, or smaller goals to achieve in the next 6 MONTHS, that will get you closer to that WILD goal.

1

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2

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3

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Keep going, longer term, think beyond this year...

A YEAR

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2 YEARS

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5 YEARS

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10 YEARS

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Write down a few people that you can share this goal with, that will help keep you accountable. Accountability partners can be parents, partners, friends, family, business partners, co-workers, personal trainers, doctors, coaches, etc. Anyone that will check with you at specific set times to ensure you're still working towards your goals.

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**IDENTIFY  
ACCOUNTABILITY  
PARTNERS**

# CELEBRATE MILESTONES AND ACCOMPLISHED GOALS!

Be sure to celebrate every milestone along the way, and don't forget to plan something big for when you do hit your goal!

