

5-Step Goal Setting Worksheet

Instructions

Use this worksheet to clearly define your goals, set measurable milestones, identify challenges, create an action plan, and track progress. Fill out each section to turn your goals into an achievable roadmap.

Step 1: Define Your Goal Clearly

What do you want to achieve? (Write a clear and specific goal using the SMART criteria: Specific, Measurable, Achievable, Relevant, Time-bound.)

 **My SMART Goal:**

Step 2: Set Key Results & Milestones

What measurable milestones will indicate progress? (Use the OKR approach: Define an objective and set key results that track success.)

 **My Key Results:**

- **Objective:** _____
 - **KR1:** _____
 - **KR2:** _____
 - **KR3:** _____

Step 3: Identify Challenges & Solutions

What obstacles might prevent you from achieving this goal? How will you overcome them?

 **My Challenges & Solutions:**

Potential Challenge	Solution to Overcome It

Step 4: Plan Actionable Steps

Break your goal into smaller weekly or daily tasks.

 **My Action Plan:**

- Week 1: _____
- Week 2: _____
- Week 3: _____
- Week 4: _____

Feel free to adjust the list according to your needs. For example it can be something like Day 1 and 2, Day 3, Day 4 and 5. Or You can also set exact dates for the different actions you need to take in order to achieve your goal.

Step 5: Track Progress & Adjust

How will you measure and review progress? What adjustments might be needed?

- ✓ **Check-in Weekly:** What key results have been met?
- ✓ **Identify Challenges:** What's working and what needs adjustment?
- ✓ **Make Adjustments:** If progress is slow, modify your strategy.

 **Progress Review Notes:**

Final Reflection & Next Steps

- What did you learn from this process?
- What's the next goal you'd like to work on?

 **Reflections & Next Steps:**

Stay Focused & Keep Achieving!

Use this worksheet regularly to set and accomplish meaningful goals.