



Goal Setting Workbook



Photo credit: Amy Steen

Do the best you can until you know better.
Then, when you know better...Do better.

- Maya Angelou



U.N.I.Q.U.E. Goal Setting

Date: / /

U

Uncover the topic: What exactly do I want?

N

Notion of success: How will I measure success?

I

Importance: How important is this goal?

Q

Questions: What options are available? What are the benefits of each option? What are the potential barriers? What incremental steps can I take? How can I keep myself accountable? How will I know I've succeeded?

U

Unique summary: Reflect on my work.
Summarize my notes.

E

Execution of next steps: Outline my plan including actions required and time, resources, and measures of success for each action.

Having a conversation with obstacles

Date: / /

Why do I avoid going out of my comfort zone? What are my biggest fears about the things that are outside of my comfort zone?

How can I reframe/overcome the fears and obstacles I have outlined?

What new things can I try to solve my problems and achieve my goals? What are some of my transferable skills?

What kind of things will I be missing out on if I stay in my comfort zone? How will my life look in 1/3/10 years' time?

What will my life look like in 1/3/10 years' time when I decide to take a path toward learning and growing?

Moving
forward...

Setting My Goal

Date: / /

This section will make it easier for you to identify the core issue and chart a way forward. Write down the goal you want to achieve and write why is it important for you. Then, explore the strengths, weaknesses, opportunities and threats to your plan.

Goal:	It's important to me because :
	I'll know I'm successful when:
SWOT (Strengths, Weaknesses, Opportunities , Threats)	Strengths of my goal:
	Weaknesses of my goal:
	The opportunities:
	The threats/risks:

Incremental
progress...

Achieving My Goal

Date: / /

My goal that I want to achieve?

Why do I want to achieve this goal? Why is it important to me?

What habits do I need (things I have to do regularly) to achieve this goal? What supports do I need?

What habits might slow me down in achieving my goals?

And your summary...

My Goal Summary

Date: / /

My goal:

Small steps I'm taking to achieve my goal:

What I'm doing each day/week to achieve my goal:

I will know I'm successful when: