



## Goal Setting – Short Term Goals

Short term goals are ones that you will achieve in the near future (in a day, within a week, or possibly a few months)

My short term goal is:
- Be detailed and descriptive
Reason/Importance/Purpose of this goal is:
In order to achieve this goal I must:
- List steps you will take and resources you have or can obtain to help you achieve your goals
Time Frame for accomplishing goal:
Date Accomplished:

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- List steps you will take and resources you have or can obtain to help you achieve your goals
Time Frame for accomplishing goal:
Date Accomplished:



## Goal Setting – Long Term Goals

Long term goals are ones that you will achieve over a longer period of time (one semester, one year, five years, or more)

My long term goal is:

- Be detailed and descriptive

Reason/Importance/Purpose of this goal is:

In order to achieve this goal I must:

- List steps you will take and resources you have or can obtain to help you achieve your goals

Time Frame for accomplishing goal:

Can I break up my long term goal into smaller action steps to make achieving this goal more manageable?

If so, fill out the short term goal sheets and keep them with this long term goals sheet.

Review your long term goals at least once a month.

Be Flexible – make any changes/adjustments to meet your current situation.

Date Accomplished: