

my personal goals

This format will help you clarify your long-term goals. Be specific when listing goals, include at least 3 actions needed in order to achieve your goals, and don't forget a due date to ensure you take action. Keep this list in a place where you will see it each day; it will really help you stay focused on what's most important to you!

MY GOALS	ACTION STEPS	DUE DATE
LONG TERM (10 YEARS)		
_____	1. _____	_____
	2. _____	_____
	3. _____	_____
	1. _____	_____
_____	2. _____	_____
	3. _____	_____
SHORT TERM (5 YEARS)		
_____	1. _____	_____
	2. _____	_____
	3. _____	_____
	1. _____	_____
_____	2. _____	_____
	3. _____	_____
NOW (1 YEAR)		
_____	1. _____	_____
	2. _____	_____
	3. _____	_____
	1. _____	_____
_____	2. _____	_____
	3. _____	_____