



YALI Network

Setting and Achieving Goals
Worksheet

Fill out the form for each of your long-term goals; if you are setting more than one long-term goal, print out the form more than once. Make sure to use the tips in the [“Setting and Achieving Goals”](#) blog post when filling out this form. Once you are done, continue to refer back to this document and update it as needed so you can stay on track and achieve your goal!

Define what type of goal you would like to achieve: (Check one)

Personal

Professional

Other

Define your long term goal:

How will you measure the success of your long-term goal?

Fill in the table to make sure your goal is SMART. Provide additional details for each category. For example, if your goal is to start a business, you may identify the type of business in the “specific” section and list relevant skills you currently have in the “achievable” section. If you are having trouble filling in any details, reevaluate your goal and see if there are any adjustments that you can make to ensure your goal is SMART.

SMART Category	Details
Specific	
Measurable	
Achievable	
Relevant	
Time-bound	

What are the short-term goals that will help you achieve this long-term goal? Fill out the chart on the right. For each goal, make sure you include a list of resources you need to achieve the goal. If a type of resource does not apply, skip the box or write N/A for "not applicable."

Name of goal	1-2 sentence description of the goal	Resources needed:				Estimated time to complete	Progress
		People	Financial	Information or Research	Other		