

Goal Setting Sheet Example



Goals for -----

Goal	Action points	Why & what benefit/gain	Who to help & how	Date to be achieved	Results so far & actions taken +/-	Date actually achieved	Reward
1. <i>Get the senior leader's post</i>	<ol style="list-style-type: none"> 1. <i>Research the post</i> 2. <i>Apply for the position</i> 3. <i>Practice interview skills</i> 4. <i>Get new suit for interview</i> 5. <i>Speak to my manager</i> 	<i>Happier More money Better hours Promotion</i>	<i>Manager Partner Colleagues</i>	30/11/07	<ol style="list-style-type: none"> 1. <i>Applied for job</i> 2. <i>Not had any success in meeting with manager</i> 		<i>Celebrate by going out for family meal</i>
2. <i>Be a non smoker</i>	<ol style="list-style-type: none"> 1. <i>Book in to see doctor</i> 2. <i>Buy patches</i> 3. <i>Tell everyone to support me</i> 4. 5. 	<i>Health Save money Be happy & proud of myself</i>	<i>Partner Friends Colleagues Doctor</i>	1/4/07	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 		<i>Put money saved to new gym membership</i>
3. <i>Improve my management skills</i>	<ol style="list-style-type: none"> 1. <i>Complete the coaching skills course in May 07 & get a coach</i> 2. <i>Ask my supervisor to be my mentor</i> 3. <i>Complete a team building exercise with my team</i> 	<i>Be a better manager for my team Be happier in myself & working environment. Be less stressed & happier</i>	<i>My supervisor Leadership course A personal coach</i>	31/4/07	<ol style="list-style-type: none"> 1. <i>Been on stress management course Feb 06</i> 2. 3. 		<i>Book myself a well deserved facial/massage</i>