

Goal Setting Handout

1. List your long term goals here:

Remember, make **SMART** Goals that are **Specific, Measurable, Attainable, Relevant,** and **Time-bound.**

a. _____

b. _____

c. _____

d. _____

2. Once you have created your long term goals, identify obstacles, resources and benefits for achieving each goal.

Long Term Goal	Obstacles What will make it difficult for me to achieve this goal?	Resources What resources are available to help me achieve this goal?	Benefits What are the beneficial results of achieving this goal?
A			
B			
C			
D			

3. After you have identified your obstacles, resources and benefits, you are prepared to write **Short Term Goals** to help you reach your **long term goals**.

Long term Goal #1: _____

Short term goals

a. _____

b. _____

c. _____

d. _____

Long term Goal #2: _____

Short term goals

a. _____

b. _____

c. _____

d. _____

Long term Goal #3: _____

Short term goals

a. _____

b. _____

c. _____

d. _____

Long term Goal #4: _____

Short term goals

a. _____

b. _____

c. _____

d. _____

4. Finally, set a date to Re-evaluate your goals.

On _____ I will re-evaluate my goals and complete the checklist below
(Target completion date)

I have accomplished my goals!

I have accomplished some of my goals.

I need to make some adjustments to accomplish my goal(s):

What goal was not accomplished:

Reasons why my goal was not accomplished:

The following people or things that can help me to accomplish this goal:

New target completion date

Reflect, Set, and Re-Evaluate!

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