Goal Worksheet and Action Plan

The Goal Worksheet has been used by many people to accomplish both short and long term goals. Its purpose is to get you to **commit** to your goals by writing them down, reviewing them daily, and monitoring your progress. It is important to set a challenging goal that you would like to accomplish. Think BIG! Do not limit yourself! The key to your success lies in the details. It is very important that you write and recite the benefits of achieving your goal. Also, write down obstacles that will hinder your progress and include ways to overcome them.

The Goal Worksheet is a living, breathing document that you can, and should update as often as possible. The only piece of information that should not be changed or altered is you date of completion. **Commit to a date and stay with it unless you want to move it forward!**

Never push back your completion dates for your goals! Instead, stay the course and see where you end up when the date arrives. After that, evaluate your progress, accept your results, and then plan to make a better, more focused attempt next time. You are accountable to yourself! Therefore, the time has come to put away your fears, past disappointments, and excuses. You can do it!

Motivation for the World: One person at a time!

Join the Movement!

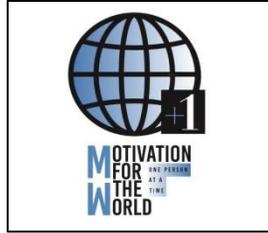**For more information, contact Gary A. McAbee today…**

Email: gary@motivationfortheworld.com
Twitter: @McAbeeGary
Facebook: Author Gary McAbee
Phone: (201) 522-9710
Website: www.motivationfortheworld.com

Goal Worksheet and Action Plan

1. What is the goal I want to accomplish?

2. What are the benefits associated with reaching this goal? (at least 3)

3. What are the action steps I will take in order to accomplish this goal? (at least 4)

Goal Worksheet and Action Plan

4. Identify a deadline for completion of each action step. This will allow you to make progress toward your goal.

   Action step one completion date:

   Action step two completion date:

   Action step three completion date:

   Action step four completion date

5. Name obstacles that you will face when attempting to complete this goal and then identify at least one method of overcoming **each** obstacle.

6. What is your date of completion for this goal? **Write it down, commit to it, and get started today!**