

# 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!

<u>My Goals</u>	<u>Actions Needed to Reach These Goals</u>	<u>Due Date</u>
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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. _____	_____