

# Goal Achievement Worksheet



**This worksheet is designed to help you take actionable steps toward achieving your goals.**

**Print this out and fill it in to start your journey towards creating the life you want.**

Step 1: Define Your Goal

Goal: \_\_\_\_\_

Why is this goal important to you?

Step 2: Set Your Timeline

Completion Date: \_\_\_\_\_

Milestones (Break down your goal into smaller, manageable milestones):

- |    |              |       |           |       |
|----|--------------|-------|-----------|-------|
| 1. | Milestone 1: | _____ | Due Date: | _____ |
| 2. | Milestone 2: | _____ | Due Date: | _____ |
| 3. | Milestone 3: | _____ | Due Date: | _____ |

(Add more milestones as needed)

Step 3: Identify Obstacles and Solutions

Obstacle 1: \_\_\_\_\_

Solution: \_\_\_\_\_

Obstacle 2: \_\_\_\_\_

Solution: \_\_\_\_\_

(Add more obstacles and solutions as needed)

Step 4: Resources and Support

What resources do you need?

Who can support you in achieving this goal?

Step 5: Action Plan

This Week's Actions:

- Action 1: \_\_\_\_\_
- Action 2: \_\_\_\_\_

This Month's Actions:

- Action 1: \_\_\_\_\_
- Action 2: \_\_\_\_\_

(Continue listing actions for each week/month as needed)

Step 6: Reflect and Adjust

Weekly Reflection:

What progress did I make this week?

What adjustments need to be made?

(Repeat this reflection at the end of each week/month)

**Keep this worksheet in a place where you can see it daily to remind yourself of your goals and the steps you are taking to achieve them. Remember, the journey towards achieving your goals starts with a single step. ~Vienna Lane Living**