

THE SUCCESSFUL GOALS CHECKLIST

This checklist will help you set the most effective goals and it will increase your success. Write down your goal. Once you complete each item below, place a checkmark in the box.

My Goal:

- 1. The Goal is Meaningful to Me**
This goal will meet one or more of my needs. It is aligned with my values. It will help me meet other important goals. I have abilities to make this goal happen.
- 2. The Goal is Defined as the Presence of Something**
My goal is defined as something that will be improved or increased, not just decreased or eliminated. The thing I want to improve, or increase is _____.
- 3. Start Now - I Will Take the First Step Today**
I have already taken a step by completing this checklist. I have identified another important action that I can do immediately. I will do it now, then I will check the box.
- 4. The Goal is Written Down, Where I Can See it**
I have written my goal down here. I will post it where I can see it every day.
- 5. The Goal Has Small Steps that are Measurable**
I have identified as many small steps as possible so that when I take them, they will get me closer to the goal that is written above.
- 6. The Goal is Realistic**
I know for sure that I have the Time, Energy, and Resources to accomplish this goal.
- 7. The Goal is Achievable**
I have done at least one thing or more, that is like or very similar to this goal. I believe this goal is achievable.
- 8. The Goal is Time-Specific**
I have set a very specific timeline, that identifies the specific time and the specific day that each step and the overall goal will be accomplished.
- 9. The Goal Has Been Shared with Others**
I have shared my goal and the timeline with 3 people who care about me and will support me to be successful.
- 10. I Have Set an Additional Incentive or Celebration**
I have set an additional incentive (reward) and/or a celebration for when I achieve my goal.