



Keyword: Goal Template

## Creating and Using a Goal Planning Form

by Kevin Eikenberry

This form is a way to help you define and plan for reaching your goals. Planning in this way will help you reach your goals *faster* and *easier*. If you have lots of goals, fill out one form for each goal. If this is the case be realistic on your time lines and remember to focus on just one or two goals at a time.

Use this information to help you fill in the goal planning template on the next page.

<b>Goal</b>	Write your learning goal statement as a statement of fact. Write it as if you have already accomplished the goal. Writing it in present tense sets the desired outcome more clearly in your mind.
<b>Key words in the Picture</b>	After visualizing yourself with the goal achieved (and enjoying the results and benefits), write down some of the key words from your visualization to help you recapture the picture anytime.
<b>Benefits</b>	Listing the benefits you will gain, both personally and professionally, will help you stay focused and reminded of the value of your learning goal. Remember to think of short term benefits and those benefits you might enjoy for a long time as well.
<b>Action Steps</b>	Action steps need to be specific and listed chronologically. Think of reaching your learning goal as a project and these are the steps in your project plan. Put realistic (though "stretch") completion dates on each step. After completing the full planning sheet, look at your resources and barriers, and make sure they are accounted for in your action steps.
<b>Resources/ Levers</b>	Consider what you'll need for the completion of this goal. Whose help will you need? What information will you require? How will you get all of this information and knowledge? List all the resources that you will need here - even if you don't know how you will get them at this point.
<b>Problems</b>	Barriers need to be identified now. Why? Because once they are identified and acknowledged you are on the way to overcoming them. By writing them down now they are less likely to throw you off track when they do arise, and you'll be better prepared to overcome them.
<b>Success</b>	You must measure your progress! Setting up measures will allow you to see your progress and to make sure you know what success looks like. Don't make these measures too difficult, or too hard to track, but do have a way to chart your progress. These measures will track progress and help you know when the goal is reached.

You can download and/or print a copy of just the template by going to:

[www.remarkableleadershipbook.com/files/goal\\_template.com](http://www.remarkableleadershipbook.com/files/goal_template.com)

# Goal Planning Template

Goal *(stated in present tense)*

Key words in your Picture

The Benefits of Reaching this Goal...

...for me Personally

...for me Professionally

Specific Action Steps

...By


Planned Completion Date

Resources Required/Levers I'll Apply

Potential Problems/ Barriers

I'll Know I've Succeeded When . . . *(measurements)*

Signature \_\_\_\_\_ Date \_\_\_\_\_