
2018 Goal Setting

Review of 2017

Name:

Date: DEC 2017

What worked well?	What were the challenges?

Goal Achievements in 2017

Personal Goals: _____% Career Goals: _____%

Areas that I need to work on in 2018

Personal	Career

Goals for 2018

Name:

Date: DEC 2017

Reflect on the areas you want to work on in 2018. Choose **up to five** of the most important personal and career needs and write up to five goals in each area. Goals must be time specific and quantified with measures.

Personal Goals (desired results)	Measures	Completion Date
1.		
2.		
3.		

Career (desired results)	Measures	Completion Date
1.		
2.		
3.		

“A goal casually set and lightly taken is freely abandoned at the first obstacle”. Zig Ziglan

Four areas that I need to work on in 2018

Personal	Career

Priority goals for 2018:

“Where you are today is where you want to be. Where you will be tomorrow is where you choose to be.” Adrian Geering

Translate Goals into Actions

For each of the four goals you have chosen as a priority, undertake the following as an investment in yourself.

1. Believe that you can achieve each goal.
2. Write out specific tasks to attain the goals.
3. Select five tasks to do this month and repeat with new tasks each month.
4. Keep a daily diary to schedule your tasks.
5. Review and monitor yourself to see that you do what you have chosen to do.
6. Never give up.

“Knowing is not enough; we must apply; willing is not enough, we must do.” Bruce Lee