



# My Personal Goal Setting Template

**Goals are tricky.** They can slip away if accountability is not attached. Below is a goal-setting format Synthesis has used to assure our commitment to the goal is recorded, and our accountability to the success of the goal is tangible. **Goals without timelines are wishes.** Move into success by tracking your goal progress:

**TITLE OF GOAL:** (Give your goal a name for easy reference. Make this goal specific; for example, "Make 40 sales calls a week", not "Increase Sales".

**DATE GOAL WILL BE REACHED:**

**MOTIVATION OF GOAL:** Goals are motivated by two things: *Pain and Avoidance of Pain*. You would think it would be **reward**, but if people were inspired by a distant reward, everyone would diet!

So let's get real and talk about the plusses and minuses of your goal: What will you **GAIN** and what will you **LOSE** by attaining this goal. **Gains** are: *Increased revenue*, for example; **Losses** would be: *That frantic feeling at the end of the month!*

**Gain Motivation:** What good will come into my life by achieving this goal?

**Loss Motivation:** What pain will I avoid by accomplishing this goal:

**You have to start somewhere:** *So where are you now?*

**Explain your dilemma:** Describe the current pain that is causing you to set this goal in the first place. Go ahead! Pour out your drama in detail!

Okay, you have set your goal; you have described what good will come your way by achieving this goal, now comes the tricky part. Answer this question:

***What's stopping you?*** What obstacles or barriers or habits are standing in your way to achieving this goal? Is it lack of education? Laziness? Skill? Time? Be honest.

Now that you have identified your obstacles, what are the solutions (yes, there are solutions!) to overcome these barriers? What can you do to ensure success?

Finally! The fun part – **REWARDS!**

When you are half way toward the success of your goal, what will you do to maintain your focus and keep motivated? What gift will you give yourself?

**ACTION STEPS** Goals without action steps are dreams. To achieve any goal it needs to be broken down into do-able steps. What are yours?

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**ACCOUNTABILITY** The only way to ensure you are on target is to record your efforts and your progress. How are you going to track that you are:

1. On target

2. Have achieved the goal

There is power in the spoken word and the affirmative thought. In fact, thoughts are things – they have creative power all their own. To that end, write an affirmation that you can take with you, whether in your mind or in your pocket, or posted on your monitor or refrigerator. Write an affirmation that will remind you of the end game: **The achievement of your goal!** (It sometimes helps to begin: *I am...* or *I will...*)

Signed \_\_\_\_\_

Date & Time \_\_\_\_\_

*"The most difficult thing is the decision to act, the rest is merely tenacity."  
– Amelia Earhart*



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