

# Reflection and Goal Setting

## WORK SHEET

**Step 1**            **What is it that you are working towards (your goal)? Write it down in as much detail as you can.**

.....  
.....  
.....  
.....  
.....  
.....

**Step 2**            **Now, write down the significance of your goal. To help you, answer the following questions.**

I.    What is it about your goal that is important to you?

.....  
.....  
.....  
.....  
.....

II.   How do you think your life will change when you have achieved your goal?

.....  
.....  
.....  
.....

III.   What do you expect to be doing differently once you have achieved your goal?

.....  
.....  
.....  
.....

IV.   How do you expect the things you will be doing differently to be perceived by your peers, Colleagues, family, friends and partner?

.....  
.....  
.....  
.....



# Reflection and Goal Setting

## Step 4 Now prioritize the areas in step 3 in order of importance.

It is important in this step to give some rationale around your thinking. Don't be concerned if as you are describing the importance of each area you thinking changes and you have to change what you've written down. It's all part of the process.

I. ....  
.....  
.....  
.....

II. ....  
.....  
.....  
.....

III. ....  
.....  
.....  
.....

IV. ....  
.....  
.....  
.....

V. ....  
.....  
.....  
.....

VI. ....  
.....  
.....  
.....

## Step 5 Use the space below to describe how these areas are affecting your life today?

What is important about those things? Start with your highest priority and work through to your lowest.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

# Reflection and Goal Setting

.....  
.....  
.....  
.....  
.....  
.....  
.....

**Step 6**            **Staying motivated can be very difficult. Take some time to list a few positive messages that will help you to stay motivated on the days where you don't feel at your best!**

I.    .....

VII. ....

VIII. ....

IX. ....

Wherever possible link your statements firmly to your core value base and your raison d'être!

**Step 7**            **How are you going to ensure you achieve your goal?**

.....  
.....  
.....  
.....

**Step 8**            **How will you know when you are where you want and need to be?**

.....  
.....  
.....  
.....

# Reflection and Goal Setting

For more information, help and support on working on your goals contact  
me on

[marcia@discoveryourbest.co.uk](mailto:marcia@discoveryourbest.co.uk)

or connect to the contact us page on our  
website,

[www.discoveryourbest.co.uk](http://www.discoveryourbest.co.uk)