
Goal Setting Workbook



Vivre pleinement

How to use this workbook

If you want to rethink your whole life, start with the Life Review Workbook (you can download it on the website www.vivrepleinement.ch/tools) which is designed to help you take a step back and think about what you want from life. Otherwise, this workbook will take you through a few questions to help you reflect on your current life before you set goals for the next year.

An ideal time to do this exercise is at the end of the calendar year so you can start in on the new year fully motivated. If the school year is more relevant to you, the summer holidays would be a great time to do it, or if you just want to get clear on life at any time, that's great too!

LET'S GET STARTED!

Below is a list of questions and a list of life areas to consider. Take some time to answer the questions for each area of your life, finishing one area before moving on to the next. Feel free to miss out areas you don't find relevant and add in or go into more detail on any areas that are particularly important to you.¹

I haven't provided space for the answers so get out your notepad – or use your computer or tablet if you prefer – and take however much space you need.

¹ The categories are not important, it is just a way to get you to take a broad view of your life and consider all sorts of different factors.

LIFE AREAS

- **Job/professional life**
- **Relationship / love life**
- **Family life**
- **Friends / social life**
- **Personal development (learning about yourself)**
- **General development (learning about other things)**
- **Health / fitness / well-being**
- **Free time**
- **Spiritual**
- **Finances**

QUESTIONS TO ANSWER FOR EACH LIFE AREA

- How do you feel about this area of your life?
- What score would you give it from 1 to 10? – Where 10 is your ideal life!
- What have you achieved in this area in the past year? - even if you didn't set any goals
- Did you set any goals that you didn't achieve?
- Are those goals still important to you?
- What would you like to change in this area? – First think of the big picture and then think of the details.

A friend of mine suggested asking yourself the question, “What would I like to be in the year after next?” This really helps you to let go of any hang-ups you might have about not having enough time or resources, etc. and get clear about what you want in the longer term. It stops your present from preventing you aiming for your ideal future.

- Now set specific goals for the coming year (or a shorter period of time if you prefer). Break them down into “sub-goals” to be clear about what you need to do to achieve the goal. For example, “Learn Spanish” might become “Take a Spanish course” and “Go on a trip to Spain”.

WORDING THE GOALS

There is a lot of talk about SMART goals. I think the system has some advantages and some disadvantages so don't get stuck with it if you don't like it yourself. Do consider the following points:

- Use the first person (you can't write goals for anyone else).
- Word it positively (What are you aiming for? Not what you are trying to give up / get rid of.)
- Word your goal so you will recognize when you have achieved it.
"Improve things at work" is not really a very helpful statement. What will it feel like to have achieved your goal? What specific differences will you notice?
- Achievability - I don't think all goals have to feel achievable. That would be limiting yourself unnecessarily, however, if you are aiming for things that you think are very hard or impossible, think about doing some work on yourself to handle your fears and limitations as well as your feelings about how others see you and your goal. I offer coaching on this and other issues.
- If you are setting big goals, whether or not they seem achievable to you, break them down into concrete steps with manageable timescales.
- If you are setting a lot of goals, give them each a timescale but then review them all together at the end and adjust the timescales as needed – remember you will be trying to achieve goals in different areas of life at the same time.
- Consider your priorities and choose the most important goals to focus on in the coming month.
- Review your priorities and your goals each month to decide what to focus on.