

Short-Term Goals Worksheet

Please complete the following fields for each goal:

- Goal: In order of priority, please define a specific goal that you would like to achieve within the next year
- Action Steps: Define specific steps that you will take to achieve your goal
- Barriers: List any possible barriers and ways in which you can overcome those barriers
- Resources: List the resources (e.g. people, services, offices, etc.) that can help you achieve your goal
- Deadline: Enter the targeted date of completion

| Priority | Goal | Action Steps | Barriers | Resources | Deadline |
|----------|------|------------------------|--|---------------------|----------|
| 1 | | 1. 2. 3. | Barrier: Steps to overcome barrier: | • • • | |
| 2 | | 1. 2. 3. | Barrier: Steps to overcome barrier: | • • • | |
| 3 | | 1. 2. 3. | Barrier: Steps to overcome barrier: | • • • | |

Long-Term Goals Worksheet

Please complete the following fields for each goal:

- Goal: In order of priority, please define a specific long-term goal that you would like to achieve
- Action Steps: Define specific steps that you will take to achieve your goal
- Barriers: List any possible barriers and ways in which you can overcome those barriers
- Resources: List the resources (e.g. people, services, offices, etc.) that will help you achieve your goal
- Deadline: Enter the targeted date of completion

| Priority | Goal | Action Steps | Barriers | Resources | Deadline |
|----------|------|------------------------|--|---|----------|
| 1 | | 1. 2. 3. | Barrier: Steps to overcome barrier: | <ul style="list-style-type: none"> • • • | |
| 2 | | 1. 2. 3. | Barrier: Steps to overcome barrier: | <ul style="list-style-type: none"> • • • | |
| 3 | | 1. 2. 3. | Barrier: Steps to overcome barrier: | <ul style="list-style-type: none"> • • • | |