

# Annual Goal Setting

Date: \_\_\_\_\_

## Part 1 – Looking Back

### 1. What were your top achievements last year?

Big, small, what were your best accomplishments?

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

### 2. What did you learn about yourself?

Anything at all.....a skill, lesson learned etc.....

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 3. What new or existing relationships did you develop?

Who did you grow your relationship with?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 4. What challenges did you overcome?

What was hard? What are you proud of?

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
|----------|----------|----------|

### 5. Where did you have the most fun and enjoyment?

What did you enjoy most? Could be anything at all.

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
|----------|----------|----------|

## Part 2 - Set the Stage

### 6. Where do you want to be in 10 years?

It's 10 years from now. Think big picture: where, ideally, do you want to be? Be realistic but also inspired- think possibility not probability. Take a moment to visualise it, what it will look like, feel like, what might you be hearing, seeing?

---

---

---

### 7. What do you want but don't have yet?

E.g. Financial success, more family time, travel etc....

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 8. What do you have but don't want?

E.g. Time/ money-wasters, things that get in your way and anything that adds stress or cost without reward

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 9. What areas do you need to focus on over the next year?

E.g. Personal development, career development, building relationships

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |

## Part 3 - Set Your Annual Goals

### 10. Your top 3 annual goals

<b>a) If you did nothing else, what 3 things would make this year a success?</b> What would you be disappointed not to achieve? Be specific	<b>b) Why bother?</b> What outcomes do you want? Why this goal? What are the benefits?	<b>c) By when will you achieve it?</b> Pick a date that inspires you but does not overwhelm!	<b>d) How will you know you have achieved this goal?</b> How can you measure/ prove its complete?
1.		___/___/20__	
2.		___/___/20__	
3.		___/___/20__	

### 11. Identify 7 secondary goals

- These goals are distinct from the primary 3 goals, and are a secondary focus.
- They may be small things to get finished, stepping stones to longer-term goals or larger goals in themselves.
- State the goal in one sentence and they should be specific and measurable in some way eg. A time deadline, financial amount, task achieved. Make the measure part of the goal.

Secondary Goal 1. \_\_\_\_\_

Secondary Goal 2. \_\_\_\_\_

Secondary Goal 3. \_\_\_\_\_

Secondary Goal 4. \_\_\_\_\_

Secondary Goal 5. \_\_\_\_\_

Secondary Goal 6. \_\_\_\_\_

Secondary Goal 7. \_\_\_\_\_

## Part 4 - Preparing for Success

### 12a. Success accelerators

What can you start doing, stop doing, do more of, or do less of that will help you achieve your goals?

---



---



---



---

### 12b. Smash obstacles

What could get in the way? If you were to sabotage your achievement of these goals, how would you do it?

---



---



---



---

### 12c. Advising yourself

What is the best advice you could give to yourself to achieve these goals?

---



---



---



---

## Part 5 - Support and Commitment

**13. If you had a theme for this year, what would it be:** \_\_\_\_\_

Eg. "I can do it", "Simplify!", "Work smarter not harder"

**14. Think about the year ahead. Who will help you? What key support do you need?**

e.g. Your partner, coach, a friend, family, colleague, technical support person. Be specific as to how they can support you.

Who? \_\_\_\_\_ How Specifically? \_\_\_\_\_

Who? \_\_\_\_\_ How Specifically? \_\_\_\_\_

Who? \_\_\_\_\_ How Specifically? \_\_\_\_\_

**15. I commit to achieving my goals. Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

## Part 6– Get Inspired and Get Started

### 16. What one thing will you do to get started on your goals in the next month?

Write out one action that you will complete towards each of your top 3 goals in the next month.

Break the action down into a smaller steps or until you can commit 100%.

GOAL 1 Action \_\_\_\_\_ by \_\_\_\_\_

GOAL 2 Action \_\_\_\_\_ by \_\_\_\_\_

GOAL 3 Action \_\_\_\_\_ by \_\_\_\_\_

*Congratulations on taking the first steps towards achieving your goals.*

*We exist to inspire and support you to accomplish your dreams and reach your full potential. We hope this worksheet has brought you a step closer to achieving that.*

*Feel free to check out our web site [www.theorchardpartnership.com](http://www.theorchardpartnership.com)*

*And keep in touch [ts@theorchardpartnership.com](mailto:ts@theorchardpartnership.com)*