

## Goals

List 3 to 5 Goals

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Success

What can I do today to progress towards my goal?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Motivation

What will I achieve or receive when I complete these goals?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Inspiration

Who has reached similar or relevant achievements in the past?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Instructions

You can use this sheet for business or personal goals. In fact, you may want to print out multiple copies and use one for each category, or several for other goal categories. An alternative is to use one sheet for short-term goals and one for long-term goals. Use the numbers throughout the worksheet to match your Goals with their Success, Motivation, and Inspiration.

## Goals

Make sure your goals are **measurable** and **achievable**. Goals are *not* the same as dreams, though there may be some overlap. According to Merriam-Webster, a goal is “the end toward which effort is directed.” Goals are specific and within your ability. Once you reach a goal, cross it off the list and re-do this worksheet. Save your old goal sheets so when you take time to reflect, you can see how far you’ve come!

## Success

Once you have your goals written out, you can determine how to progress towards them. This section focuses on what specific step(s) you can take *today* to move forward. Immediate action is the point here, not what you could do if you had no excuses left.

## Motivation

A motive is vitally important to help us continue working towards our target, especially when times get tough. If you can, take your responses from this section and post them somewhere you will see them every day to remind yourself *why* you are pursuing your goals. Write out some rewards to commemorate your achievements so you can celebrate your success!

## Inspiration

A good story can inspire us to greater heights. Take some time to research your own industry, country, or even hobby to find great achievers from the past and list them out. Whether you learn specific directions for your goals or not, you will see the mindset and drive it takes to advance.

We hope that this worksheet stimulates you to plan and execute your goals so you can see success in your own life. Check out [SuccessMotivationInspiration.com](https://SuccessMotivationInspiration.com) for more articles, books, and resources to help you succeed!