

# Vision & Goal Setting Worksheet

Completing this worksheet will allow you to begin the process of taking control of your life and intentionally directing your thoughts and actions to create the future you've always dreamed of.

This worksheet is designed to help you set a powerful life vision that inspires you to create a list of goals worth achieving.

Schedule at least an hour to sit down with a pen and paper and go through this worksheet.

## 1. Write Your Vision Statement

**In the *The 7 Habits of Highly Effective People*, Stephen Covey offers the following insights into what a vision statement is:**

- Your personal vision statement focuses on what you want to be (character) and to do (achievements and contributions) and on the principles upon which being and doing are based.
- Your statement becomes a personal constitution, the basis for making major, life-directing decisions, the basis for making daily decisions in the midst of emotion and circumstances that affect our lives.
- It may be written in a variety of ways. As a list, a few paragraphs, or even as a poem. The important thing is that it reflect who you are and what's important to you.

**Go through the Eulogy exercise as described by Phil Drolet in [this blog post](#):**

Imagine that you're at a funeral. You look around, and all your friends are gathered. Suddenly, you realize that it's actually your funeral. It's the part of the ceremony when your loved ones make their eulogy to you. One by one, they get on stage and share what they admired most about you. Your best personality traits, the cool things you did in your life, the ways you made the world a better place.

Come back to today, and think about what you really want people to be saying when your time comes.

- How do you want to be remembered?
- What person do you want to have become?
- How do you want to have lived your life?

**Now write your vision statement based on the answers you've given to these questions.**

Once you've done that, make sure you're on the right track by answering these questions:

- Do I feel this vision statement represents the integrity I stand for?
- Are direction, purpose, challenge, and motivation signaled in this vision statement?
- Am I aware of the strategies and skills that will help me accomplish what I have written?
- If I were to share my vision statement with the world, is this an accurate portrait of who I want to be?
- Does this vision statement inspire me?

**Go back to your statement and add anything you think you may have missed.**

## 2. Establish Your Goals

Use the **GROW** model to put your personal life vision into action.

**Goals** – What do you want?

**Reality** – Where are you now?

**Options** – What can you do to move forward?

**Will** – What will you do?

### GOALS

The first step in the GROW model is defining goals in the following areas (career, relationships, health, spirituality). Answer the following questions:

- What do you want?
- What will reaching the goal give you?
- What do you want to achieve in [area]?
- How will you know you've reached your goal?
- How will you know the problem has been solved?
- Are all of your goals SMART (Specific, Measurable, Acceptable, Realistic, Timely)?

### REALITY

The next step is reality; becoming aware of the actual situation you're currently in. Here we're looking to uncover obstacles that have been holding you back.

Ask yourself:

- What's happening to you now in each of these areas?
- What, when, with whom and how often?
- What is the result of that?
- Why is this theme a problem?
- What are concrete examples of this problem?
- What's been going wrong so far?
- How do you manage to fail? How would you teach someone else to do it?
- What went well?
- Is this always a problem or are there situations in which it isn't?
- What are the defining factors? What can make the difference?
- What have you done so far?

## OPTIONS

Now we move on to exploring the options available to you. The most important thing here is to generate a long list of ideas, initially we're not looking for realistic solutions, just possible alternatives.

Answer the following questions and feel free to be creative:

- What else could you do?
- What would you do if [obstacle] didn't stop you?
- Imagine you already reached your goal. How did you do it?
- What if this obstacle wasn't there anymore?
- What else do you need to reach your goal? Where can you get it?
- Which criteria will you use to evaluate this option?
- What are the pros and cons of this option?

## WILL

The final step is will, and this section is where the rubber meets the road. It involves getting real with yourself about your goals and how will go about realizing them.

Ask yourself:

- What exactly will you do to reach your goal, and when?
- Which of these options will you take?
- What concrete step can you take NOW?
- What steps come after?
- Are all obstacles taken into account?
- How will you overcome your obstacles?
- How motivated are you, on a scale from 1 to 10, to go for this option?
- What do you need to have a 10? Where can you get it?
- How can your surroundings support you?
- Will this plan get you to your goal?
- Will it solve the underlying problem, too?