



Goal Setting: Priorities

This worksheet will help you sort through your goals and determine your top priority. Simply follow the writing prompts below.

Step 1: What would you like to achieve in the next 12 months?



Write down every goal that comes to mind. Use a checklist format to make the next step easier.

Step 2: Process of Elimination



Of all your goals, which is the least important one? Eliminate it from the list by checking it off. Keep going through all of your goals, eliminating the least important ones, until only 3-5 are left.

Step 3: The One Thing



What is the one, most important goal that matters above all others? If you are having trouble deciding, think or write about the following questions.

Which goal makes the biggest difference to your life, if you achieve it?

If you knew for sure that you can achieve only 1 goal in the next 12 months, which one would you pick?

In conclusion from all of the above, my One Thing is:

Step 4: Obstacles



Considering obstacles makes goals more realistic and makes you more likely to follow through (see research by G. Oettingen et al).

What are the main obstacles that have kept you from already achieving this goal?

What can you change in your environment to reduce or eliminate those obstacles?