

Weekly Goal Planning

Date From:

Date To:

Goals should always be: **S** – Specific **M** – Measurable **A** – Achievable **R** – Realistic
I – Time Bound

1. **Goal/Objective.** Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
2. **Plan.** How are you going to achieve the goal?
3. **Measurement.** How will the goal be evaluated? (Look at specific action / behaviours)
4. **Importance.** Rank the goal as Essential, Important, or Desirable as follows:

1st Goal/Objective

Description:

Plan:

Measurement:

Importance: Essential Important Desirable

2nd Goal/Objective

Description:

Plan:

Measurement:

Importance: Essential Important Desirable

3rd Goal/Objective

Description:

Plan:

Measurement:

Importance:

Essential

Important

Desirable