

# GOALS Sheet

Identify *up to* 3 areas that you want to focus on during our coaching relationship. The goals should be challenging (so you remain interested) and achievable (realistic). To help you, try answering the question:

**"How specifically would you like you, or your life, to be different after the coaching?"**

For each focus area write a simple heading and try to describe a 'measurable' result – how you will know you have succeeded or are on track. For example:

**Heading:** BE MORE PRODUCTIVE  
**Measurable Results:** I have a system to follow up on calls and letters, I'm on time (or early) for my business meetings, I get 90% of my tasks accomplished, I complete project x.

1.

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Measurable Result:

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2.

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Measurable Result:

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3.

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Measurable Result:

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# GOALS Sheet

## Secondary Goals

These secondary goals are included to give you additional value from coaching.

### Notes for setting Secondary Goals:

1. These goals are a secondary focus of the coaching. They are usually small things that may have been 'nagging' you for some time and will be things you work on by yourself during the coaching period. It may be a good opportunity to rid yourself of mental and physical clutter. Some examples for you: Clean out the hall closet, update my resume or compliment my partner once a day until it becomes a habit.
2. These goals must be distinct from the primary goals.
3. You must be able to state the goal in one sentence.
4. The goals need to be measurable in some way, with the measure as part of the goal.

**Goal 1:**

**Goal 2:**

**Goal 3:**

**Goal 4:**

**Goal 5:**

**Goal 6:**

**Goal 7:**