

THE  
SIDELINE  
GOALS  
SETTING  
WORKSHEET

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GOAL P.R.E.P.

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# Goal P.R.E.P. – Setting S.M.A.R.T Goals for Success

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Now that you have completed a mini “self assessment,” it’s time to craft your goals. Your goals should be personal and professional. Keep in mind that you can also just focus on your pro cheer goals for now.... But hopefully you will utilize these exercises for other areas in your life too!!

## 7 Step Goal Process

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Pull out your answers to Sideline Goals “P.R.E.P.-Work” worksheet. Please write down your answers to the following questions:

- MISSION & VISION:** Yay! You already completed this step. Write your Mission (Q#9) & Vision (Q#12) statements below:
- BRAINSTORM:** Yay! You already completed this step. Refer to Q#10.
- PRIORITIZE:** Yay! You started this step.

For the 4 – 5 most important areas in your life, write down your top 1 and/or 2 items that you circled for Q#10B.

Next, on a scale of 1 to 10 (with one being the least, and 10 being the greatest), determine the IMPACT each item will have on you reaching your Vision... i.e. Which items will most help you close the gap between where you are today (Mission) and where you want to be (Vision)?

Area of Life (Q#7)	Top 1 or 2 Ways/Ideas to Reach Your Vision	Impact (1 – 10)
1) Friends/Family 2) Finances/Development 3) Fitness	1) Spend more time with nieces/nephews and Mom 2) Learn Spanish 3) Workout at least three times a week	1) 8 2) 5 3) 9
1.		
2.		
3.		
4.		
5.		

Based on the numeric values in the third column, select the 5 to 8 items that have the highest scores... to help your prioritize and narrow down your brainstorm list even further. These will be your SMART Goals for the next year!

NOTE: Selecting 5 to 8 goals to focus on will ensure you do not get overwhelmed. This quantity is just a suggestion. Do what works best for you. If you have some BHAG's (Big Hairy Audacious Goals) listed... then maybe you will only want to pick 2 or 3.

4. **Create Goals:** Now it is time to develop your SMART Goals, determine measure(s), write down the action steps that you need to take to accomplish it, due dates and targets. (Example on next page.)



#### **SMART Goals:**

A SMART goal clarifies exactly what is expected and the measures you will track to determine if the goal is achieved and successfully completed. It also includes what you want to CHANGE and HOW you plan to make the change.

**Specific:** A specific goal should answer questions like: What are you going to do? How will it be done (not a full plan, just top level)? How much do you want to improve? By when?

**Measurable/Meaningful:** Answers questions like: How will this goal be measured? Examples include measures based on time, quantity, and quality. How often and for how long will the goal be measured?

**Attainable/Action Oriented:** Is the goal reasonable, yet challenging? List resources and actions needed to achieve this goal.

**Relevant/Realistic:** Why this is important to you? How does this align to your Vision? Is it consistent with your purpose/Mission?

**Time based:** When will this goal be accomplished? Clearly defined time frame including deadline.

**\*\*Your SMART Goals should either start with or include some sort of ACTION (a verb):** Increasing, Decreasing, Reducing, Improving, etc.

**Personal SMART Goal Example:**

Lose 20 pounds by June by working out 4 times a week (at least 1 hour each workout) and removing desserts and white carbohydrates completely from my diet.

**What?** Lose 20 pounds

**By When/Due Date?** June

**How?** By working out and removing desserts and white carbohydrates from diet

**Measures?** Lose 20 pounds, Workout 4 times a week – at least 1 hour each workout, 0 desserts, 0 white carbohydrates

**Professional SMART Goal Example for Community:**

Improve annual appraisal score from x% to x% by December by taking a exam prep course and getting a study partner.

**What?** Improve annual appraisal score from x% to x%

**By When/Due Date?** December

**How?** By taking a prep course and getting a study partner

**Measures?** X% score, Completion of exam prep course, Having a study partner

**EXAMPLE:**

SMART Goals Action Items and Subtasks		Due Date
1.1	SMART Goal: Increase my knowledge of Spanish by completing Spanish Level I Class by March. <small>Measure: Grade in Spanish Class Target: Grade "A"</small>	03/15
1.1.1	Research local community colleges and online programs for Spanish classes that fit my schedule	12/1
1.1.2	Research Rosetta Stone program to supplement information learned in formal class	12/14
1.1.3	Select and enroll in desired class	12/31
1.1.4	Seek help from tutor, if necessary	1/31
1.1.4	Complete Spanish Level I class	3/15

5. **Create a Winning Environment:** Set yourself up for success by creating an environment that pushes you toward your goals
  - Look at and work on your goals DAILY!
  - Review your weekly accomplishments and course correct, if necessary.
  - Surround yourself with people that are positive and uplifting.
  - Get an Accountability Partner to help you stay focused & committed.
  - Be Positive – Stay Positive. Get your mindset “in check.”
6. **Take Action:** Plan your work... and work your plan. Now is the moment of truth. You have to Take Action. Enough said, right?
7. **Celebrate Your Success!:** Reward yourself for completing action items, milestones, and Goals!!

*BDDM!*

*You are On Your Way to Accomplishing Great Things!*