Appendix B - Goal Analysis Worksheet

Goal Type and Definition Table

Dimension	Type of Goal	Definition	Example
Proximity	Daily	This is a goal that we commit to performing daily.	"I will make my bed every day."
	Weekly	This is a goal that we commit to performing weekly.	"I will jog 5km every week."
	Monthly	This is a goal that we commit to performing monthly.	"I will read one new book a month."
	Yearly	This is a goal that we commit to performing yearly.	"This year I will apply to 10 graduate programs."
Specificity	Clear	This goal is clearly defined in a way that can be measured, and has a determinable end-state.	"I will complete two textbook chapters each month."
	Vague	This goal is ambiguous in its end-state and the methods in which it will be accomplished.	"I will learn Japanese."
Action-Orientation	Approach	These are goals which are working towards a positive outcome through the performance of an action.	"I will clean the kitchen twice a week."
	Avoidance	These are goals that work away from a negative outcome by NOT performing a specific outcome.	"I will not drink alcohol on weeknights."
Purpose	Fulfillment	Thee are goals that are performed for their own sake, based on internal motivation and desire.	"I will learn to cook a new recipe every month because cooking brings me joy."
	Performance	These are goals that are performed based on external motivation such as positive feedback from others.	"I will do one thing to help out my coworkers each day so that my boss considers me for a raise."
Duration of involvement	Process	This goal requires continuous action.	"I will learn to speak Japanese fluently."
	End-State	This goal has a clearly defined end-state, after which no action is necessary.	"I will write a short storythis month."

<u>Choosing Your Goals</u>

Example. I am going to apply to 10 graduate programs this year.

Goal 1.

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Goal 2.

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Goal 3.

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Goal 4.

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Goal 5.

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Goal 6.

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Goal 7.

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Goal 8.

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Goal 9.

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Goal 10.

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Appendix B - Goal Analysis Worksheet

Defining Your Goals

Your Goal	Proximity				Specificity		Action-Orientation		Purpose		Duration	
	Day	**Wk.**	**Mth.**	**Yr.**	**Clear**	**Vague**	**App.**	**Avo.**	**Ful.**	**Perf.**	**Proc.**	**End**
Ex.				X	X		X		X			X
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												