

GOAL WORKSHEET

Choose goals that align with values and provide high return on investment

Value Statement	Sweet Spot Priority Matrix									
	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td rowspan="4" style="padding: 5px; text-align: center; vertical-align: middle;"> HIGH Value \$/Impact LOW </td> <td style="padding: 5px; text-align: center;"> Quadrant I HIGH VALUE/LOW EFFORT START HERE! </td> <td style="padding: 5px; text-align: center;"> Quadrant II HIGH VALUE/HIGH EFFORT break it down </td> </tr> <tr> <td style="padding: 5px; text-align: center;"> Quadrant III LOW VALUE/LOW EFFORT use caution </td> <td style="padding: 5px; text-align: center;"> Quadrant IV LOW VALUE/HIGH EFFORT avoid </td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: center;"> LOW Effort Size/Costs HIGH </td> </tr> <tr> <td colspan="2"></td> </tr> </table>	HIGH Value \$/Impact LOW	Quadrant I HIGH VALUE/LOW EFFORT START HERE!	Quadrant II HIGH VALUE/HIGH EFFORT break it down	Quadrant III LOW VALUE/LOW EFFORT use caution	Quadrant IV LOW VALUE/HIGH EFFORT avoid	LOW Effort Size/Costs HIGH			
HIGH Value \$/Impact LOW	Quadrant I HIGH VALUE/LOW EFFORT START HERE!		Quadrant II HIGH VALUE/HIGH EFFORT break it down							
	Quadrant III LOW VALUE/LOW EFFORT use caution		Quadrant IV LOW VALUE/HIGH EFFORT avoid							
	LOW Effort Size/Costs HIGH									

Make goals SMART: Specific, Measurable, Attainable, Relevant, & Time-bound

GOAL		Actions	Targets - Progress	Results
1→	1 2 3 4 5 6		 1 2 3 4	
2→	1 2 3 4 5 6		 1 2 3 4	
3→	1 2 3 4 5 6		 1 2 3 4	
4→	1 2 3 4 5 6		 1 2 3 4	
5→	1 2 3 4 5 6		 1 2 3 4	