

Goal setting worksheet

Exercise 1

Now it is your turn to write goals. You should write one academic goal, one communication goal and one professional goal.

Academic skill (e.g. reading, writing, note-taking)

My goal: I will

How will I do this?

.....

.....

.....

Communication skill (e.g. speaking, emails, participation)

My goal: I will

How will I do this?

.....

.....

.....

Professional skill (e.g. punctuality, time management)

My goal: I will

How will I do this?

.....

.....

.....

Exercise 2

Share your goals with your partner and discuss why you have chosen them.

Use this checklist to check if the goals are well-written.

- ☐ Are they clear and specific?
- ☐ Can you measure them?
- ☐ Are they realistic?

Personal development plan worksheet

Name:

Date:

Part 1: Self-assessment

My key strengths are:

1.
2.
3.

Areas I want to develop:

1.
2.
3.

Part 2: My goals

- **Goal 1 (Academic):** I will
- **Goal 2 (Communication):** I will
- **Goal 3 (Professional):** I will

Part 3: My action plan

What will you do to achieve your goals? Write at least two actions.

1.
2.
3.