

# GOAL & OBJECTIVE WORKSHEET



Setting great goals and objectives are an integral part of planning events. This worksheet is a resource for you to help set your goals and objectives and get started planning awesome events.

## VISIONING

Every great plan has a unique vision. Take the opportunity to write about the vision for your event here. This is your opportunity to dream!

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*People with goals succeed because they  
know where they're going*

*~ Earl Nightingale*

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## GOALS

You are one step closer to your vision after you identify your goals. List up to 5 goals that you would like to see for your event. Remember to use S.M.A.R.T. goals. These goals are specific, measurable, attainable, realistic, and time-based.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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## OBJECTIVES

How you accomplish your goals will depend on your objectives. Objectives are key steps that you will take to accomplish your goals. Simple steps are better!

1. (List goal #1 from above) \_\_\_\_\_

a. (List objectives) \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

4. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

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## OBSTACLE PLANNING

Every great plan has its share of obstacles. List out 3 obstacles that you can foresee happening as you execute your plan for your event.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## SOLUTION SETTING

If you find that you can foresee obstacles, then you should be able to foresee solutions for them. List 3 solutions that will resolve your obstacles should they happen.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## TIMELINE

Setting a timeline helps realize your plan in the timing that you set. List your preferred timeline to execute your goals and objectives.

Date	Goal	Objective

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## REPORT & CELEBRATE

Take the time to celebrate on your success! Write down your success of how you met your goals and objectives. Use this guide in the future as a template for your successful event.

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*The best preparation for tomorrow is doing your best today.*

*~ H. Jackson Brown Jr.*

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