

# Goal Setting Worksheet

*Set Your Course for Success*

**Purpose:** Clarify vision and set actionable goals.

**Includes:** Key questions, goal-setting space, and motivational tips.

Dear Author,

Congratulations on taking one of your first major steps toward becoming the author you're meant to be! This worksheet is designed to guide you through prompts to help clarify your goals and set you on the right path.

Here's my advice: go through the questions quickly and jot down whatever comes to mind. Don't overthink or worry about whether your answers are "right" or how someone else might expect you to respond—there are no wrong answers here.

Once you're done, set your responses aside for a day or two (and don't forget to set a reminder to revisit them). When you come back, review your initial answers. Do they still resonate with you, or do you want to refine them? Either way, it's all part of the process.

Now, with fresh eyes, go back through the prompts and dive deeper. Instead of simply saying your Avatar (formally known as your "ideal reader") is a woman in her 30s, paint a vivid picture of her. Where does she hang out? What are her dreams? What brings her joy or sorrow? These details will sharpen your focus and elevate your writing in amazing ways.

I'm proud of you—now it's time for you to get started!

# Define Your 'Why'

Purpose: Understand your motivation and long-term vision.

## **Prompt 1: Why do you want to write this book?**

💡 Example: "I want to share my story to inspire others to overcome challenges."

🌟 Beginner's Tip: If you're unsure, ask yourself what excites you most about your story or message.

Your Turn! ✍️

Now it's time to put your thoughts into words. Grab your pen and let your ideas flow—this is your space to dream, plan, and make it happen!

## **Prompt 2: Who is your Avatar, and what impact do you want to make on them?**

💡 Example: "My Avatar is a busy mom in her 30s who loves clean romance novels. I want to give her a joyful escape from her hectic life."

🌟 Beginner's Tip:

*Picture your Avatar as a real person. What do they enjoy reading? What challenges do they face? Writing with a specific reader in mind will help your story connect on a deeper level.*

Your Turn! ✍️

## **Prompt 3: What does success look like for you as an author?**

💡 Example: "Success means growing an engaged community of readers and selling 500 copies in the first six months."

Beginner's Tip:

☀️ *Success is personal—define it on your terms. Whether it's completing your manuscript, building a community, or selling a specific number of books, choose what feels meaningful to you.*

Your Turn! ✍️

# Set SMART Goals

Purpose: Break big goals into manageable, actionable steps.

- **Specific:** What exactly do you want to achieve?
  - Example: Complete the first draft of my novel.
- **Measurable:** How will you track progress?
  - Example: Write 5,000 words per week.
- **Achievable:** Is this goal realistic?
  - Example: Yes, I can dedicate 1 hour a day to writing.
- **Relevant:** Does this align with your overall goals?
  - Example: Yes, completing the draft moves me toward publishing.
  - **Time-Bound:** What is your deadline?
  - Example: "Finish the draft by March 31."

## Break It Down

Purpose: Create smaller tasks that lead to your main goal.

- **Monthly Goal:** What's your focus for this month?
  - Example: "Write 20,000 words in November."
- **Weekly Tasks:** What specific steps will you take each week?
  - Example: "Write 4,000 words on Monday through Friday, with weekends off."
- **Daily Action Plan:** What can you do each day to stay on track?
  - Example: "Set a timer for 1 hour and write without distractions."

## Overcoming Obstacles

Prepare for challenges that might derail your progress.

Prompt: What potential challenges could arise?

- Example: "I might get stuck in a plot hole or lose motivation."

Solution Space: Brainstorm strategies to overcome these obstacles.

- Example: "Set up a weekly brainstorming session to work through plot challenges or schedule a call with my writing accountability partner."

### Reflect and Adjust

Evaluate progress and refine goals.

Monthly Reflection: What worked well? What didn't?

- Example: "I stayed consistent with my daily writing but struggled with finding time on weekends."

Adjustments: How will you tweak your plan moving forward?

- Example: "I'll shift my writing schedule to include shorter sessions on weekends."

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*The world needs your story. Keep going!*