



Setting Goals by Solution: Preparation Worksheet

Date: _____ Name: _____

This form is a simple way to prepare yourself to get the most out of the time you spend on professional development. it is a way to take you most significant challenge or opportunity & think through the process that will set a course of action to guarantee you reach the outcome you desire. Please take this opportunity to clear through your obstacles and achieve you objectives faster tht you may have ever thought possible.

Table with 2 columns and 9 rows of questions and answer lines. Questions include: 1. What is the one change that would have the biggest impact... 2. What is a realistic target date... 3. What will achieving this change do for your business... 4. What challenges and problems are you likely to face... 5. What is the best way to overcome that challenge... 6. What are the action steps that would need to be completed... 7. What is a realistic date to complete this action... 8. Who will I share these with to keep me accountable? 9. When will I review & record my progress?