

Name: _____ Date: _____

Personal and Professional Goals Worksheet

Questions	Responses
1. Make a list of your dreams and aspirations. What do you want to do, have, and be?	
2. What do you most want to commit to? What are you excited about? What will give you the most satisfaction? Select your three most important goals.	
3. What short-term objectives do you need to reach your long-term goals?	
4. What resources (friends, colleagues, training opportunities, materials) can you use to help reach those goals?	
5. When do you expect to achieve your goals?	
6. What changes will you have to make to achieve your goals?	
7. What are the potential barriers that will prevent you from reaching your goals?	
8. Where can you place your goals calendar so that it is a visible reminder?	

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