DREXEL UNIVERSITY
Department of
Human Resources

Goal Planning Worksheet

- What do I want to accomplish? - What is the purpose?	
- Why do I want to accomplish this goal? - Why does it matter me and/or the organization? (In order to…)	
- What are the specific details (activities, steps, actions) of how I will accomplish this goal?	

▪ What will be the results or impact? ▪ What will be better or different once I've accomplished this goal?	
▪ How will success be measured? ▪ Will I use behavior, quantity, quality, cycle time, efficiency as a measurement?	
▪ What in this goal is ambitious? Is it achievable?	
▪ By what date will I accomplish this goal? ▪ Are there any interim milestone dates?	