



JOB CLUB TOOL

Worksheet: Goal Statement and Tasks

Goals help to give us direction. They keep us focused and on track. Take a moment to write down your daily, weekly or monthly goal statement. A goal statement is what you want to accomplish. Then write down each task that must be completed to reach your goal. When you successfully reach one goal write down another and keep going!

Goal Statement:		
Date to be completed: _____		Today's Date: _____
Tasks to be Completed	Completed? Yes or No	If no, why?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		