

Goal Planner

An NLP-Based Goal Setting & Action Planning Worksheet

Purpose

Turn an important goal into a clear, motivating and actionable outcome. This planner combines NLP goal-setting tools with practical planning so that you move from intention to measurable action.

How to use: Choose one meaningful goal at a time. Answer honestly, make the outcome sensory-specific, check its wider impact, then break it into manageable steps. A goal becomes useful when it leads to action and feedback.

Name:		Date:	
Goal area:		Target date:	
Current status:		Priority (1–10):	

Key principle: Do not plan only what you want to achieve. Define how you will know you have achieved it, what you will experience when it happens, and what you can control.

1. Choose & Clarify Your Goal

Start with the goal that matters most right now. If you have several goals, use a separate planner for each.

What do you want?

Why is this goal important to you?

What would achieving it give you that you do not have now?

What would happen if you did not achieve it?

What would become possible after achieving it?

Goal statement

Complete: "I want to _____ by _____ because _____."

2. NLP Well-Formed Outcome

Use these questions to turn a general goal into a well-formed outcome. Focus on what you want rather than what you want to avoid.

1. State the outcome positively: What do you want instead of the problem?

2. Evidence: What specifically will you SEE when you have achieved it?

3. Evidence: What will you HEAR from yourself or others?

4. Evidence: What will you FEEL internally when you have achieved it?

5. Context: Where, when and with whom do you want this outcome?

6. Control: Which parts can you personally influence or control?

7. First evidence: What is the earliest sign that you are moving in the right direction?

3. Connect the Goal to Your Values

A goal is more motivating when it connects with what genuinely matters to you.

■ Freedom / Autonomy	■ Security	■ Growth / Learning	■ Financial Reward
■ Family / Relationships	■ Health / Well-being	■ Creativity	■ Contribution / Impact
■ Recognition	■ Achievement	■ Leadership	■ Adventure
■ Peace	■ Purpose	■ Mastery	■ Flexibility

Choose your TOP 3 values connected to this goal.

How will achieving this goal satisfy each value?

If the goal conflicts with an important value, what adjustment is needed?

4. Chunk the Goal Into Manageable Levels

Use chunking: move from the big outcome to smaller milestones, then to concrete actions.

Level	My goal
Big outcome — What do I ultimately want?	
12-month / long-range milestone	
90-day milestone	
30-day milestone	
This week's milestone	
Next action	

What is the smallest meaningful action you can complete today?

5. Resource & Capability Check

Identify the resources required—and the resources you already have. Do not treat a missing skill as a permanent limitation.

What skills, knowledge or capabilities are required?

Which of these do you already have?

Which do you need to learn, practice, delegate, or obtain?

Who could help, mentor, support, collaborate, or provide feedback?

When have you successfully handled something similar before? What resource did you use then?

Resource confidence

Rate each statement from 1 to 5.

Statement	1	2	3	4	5
I have enough knowledge to take the first step.					
I can access the people/resources I need.					
I am willing to learn what I do not yet know.					
I can adapt if my first approach does not work.					
I know where to get feedback.					

6. Identify & Reframe Goal-Blocking Beliefs

What thought or belief could stop you from taking action?

What evidence supports that belief? What evidence challenges it?

What is the belief trying to protect you from?

What would be a more useful AND realistic belief?

If you fully believed the new belief, what would you do differently?

Reframe: Replace “I can’t because _____” with “I can begin by _____, and I can learn/adjust as I go.”

7. Future Pace — Experience the Achieved Goal

Imagine that the goal has already been achieved. Step into the future experience and notice the evidence.

Imagine the date when you have achieved the goal. What do you SEE around you?

What do you HEAR? What are you saying to yourself or hearing from others?

What do you FEEL? Describe the emotional and physical experience.

What are you doing differently now that the goal is achieved?

What is the first action your future self would recommend you take today?

8. Ecology Check

A goal should be considered in the context of your wider life. Look for benefits, costs, trade-offs and unintended consequences.

If I achieve this goal, what will improve?

What could become harder, change, or require more responsibility?

How could this affect my time, relationships, finances, work, health, or other priorities?

What do I need to protect while pursuing this goal?

What adjustment would make the goal more sustainable?

9. Obstacles, If–Then Planning & Flexibility

Expect obstacles instead of interpreting them as proof that the goal is impossible.

Likely obstacle	My response plan

Complete: “If _____ happens, then I will _____.”

What is Plan B if your first strategy does not work?

What feedback will tell you that you need to change strategy rather than abandon the goal?

10. Resource State Preparation

Before an important action, deliberately access a state that supports you—such as calm, confidence, focus, courage or curiosity.

Choose the resource state I want to access: _____

--

Remember a real experience when you naturally felt this resource strongly. What happened?

What did you SEE, HEAR and FEEL in that memory?

How can you recreate a small part of that state before taking action?

What personal cue, word, gesture or routine will remind you to access this state?

Practice: Rehearse the state before the action. The purpose is not to guarantee success; it is to enter the situation with a more useful internal resource.

11. SMART Action Plan

Now convert the outcome into actions that are specific, measurable, achievable, relevant and time-bound.

Action	Measure / evidence	Due date	Status

My ONE most important action this week:

When exactly will I do it?

12. Review, Learn & Re-plan

Review the goal regularly. Measure progress, learn from results, and adjust the plan without unnecessarily changing the desired outcome.

Rate each statement from 1 to 5.

Statement	1	2	3	4	5
I know exactly what my current goal is.					
I can describe the evidence of achievement.					
My goal is aligned with my values.					
I know my next action.					
I have a plan for likely obstacles.					
I am willing to learn and adjust.					

What did I accomplish?

What did I learn?

What worked best?

What needs to change?

What is my next milestone?

Final commitment: “I do not need to know every step today. I need a clear outcome, a useful next step, and the willingness to learn from feedback.”