

Visit www.SynergyInstituteOnline.com or email us at info@SynergyInstituteOnline.com

Thank you for your interest in the Synergy Institute. We appreciate your choice in our exceptional resources and products.

Dear Customer,

The Synergy Institute offers a whole line of ready to use Personal Development workbooks, forms, and visually-descriptive handouts in ready-to-print PDF format for you to use and it's 100% free! Our commitment has always been to provide the most effective tools for personal transformation and put them in the hands of the people who need them the most. Please feel free to print out and share these valuable resources with your friends, family and co-workers.

Order Custom Forms

If you would like to purchase a set of customized forms with your own logo and information on it, then please contact us at info@SynergyInstituteOnline.com for licensing information. We can deliver you a print-ready file or have your forms professionally printed.

Advertise on This Page on all our Forms

SynergyInstituteOnline.com is one of the top personal development sites on the internet. Our site gets approximately 1,500 visitors a day who are looking for self improvement and personal growth advice and solutions. The Synergy Forms Bank offers hundreds of Personal and Professional forms, questionnaires, and visually-based material designed by the Synergy Institute and 100% free to our users.

Benefit from viral online and offline marketing

All of our forms come with a cover page, just like the one you are reading now. We have made it possible for you to benefit from our distribution by offering sponsorship for our forms. We've discovered that our forms get distributed virally, whether it's between friends or in the corporate world from manager to employee.

For more information, please contact Tristan Loo at: info@SynergyInstituteOnline.com

What is the Synergy Institute?

The Synergy Institute is a personal development publishing and training company based out of San Diego, California. Our mission is to provide the tools and the education needed to help as many people as we can create a positive change in their lives.

We offer:

- Life & Personal Coaching Services
- Self Improvement Resource Publishing
- Corporate Soft-Skills Training
- Personal Growth Seminars
- Personal Development Products

Who is Tristan Loo?

Tristan Loo is a professional Life Coach, Author, Presenter and Founder of the Synergy Institute. He is internationally recognized as authority on human potential, communication and personal effectiveness. Tristan's amazing success rate at having his clients reach their goals has him in high demand all over the world and has attracted the attention of an A-list clientele. His methods have been successful in helping people achieve their happiness in life where traditional approaches have consistently failed. In business settings, Tristan's practical techniques have consistently increased motivation, improved communication and increased sales. Tristan has coached clients in the United States, Canada, Great Britain, Ireland, Australia and India.

Copyright © 2007, Synergy Institute. All rights reserved.
Visit the #1 Personal Development Resource Site on the Internet

www.SynergyInstituteOnline.com



Goal Planning Worksheet

Brought to You by The Synergy Institute

Instructions

Purpose: Goals provide us focus and direction in life, but only if we design our goals according to the SMART criteria. This means that our goals must be SPECIFIC, MEASURABLE, ACHIEVEABLE, RELEVANT, AND TIMELY. This worksheet will help you design your goal that is well thought out and greatly enhance your ability in achieving that goal in the shortest amount of time possible.

Directions: Most of the boxes on the goal worksheet are self explained. In the "Measures of Success" box, you are to create a system of measuring your success with respect to your goal. So if your goal were to stop smoking, then the highest measure of success is to stop smoking completely. A moderate level of success would be to dramatically reduce the number of cigarettes you have been smoking and a failed goal is having no change in your smoking behavior at all. Accountability partners are the people who will coach you towards the completion of your goal, whether it be a coaching professional or simply a friend who will rally by your side.

What is the Synergy Institute?

The Synergy Institute is a personal development publishing and training company based out of San Diego, California. Our mission is to provide the tools and the education needed to help as many people as we can create a positive change in their lives.

We offer:

- Life & Personal Coaching Services
- Corporate Soft-Skills Training
- Personal Growth Seminars
- Personal Development Products

Who is Tristan Loo

Tristan Loo is a professional Life Coach, Author, Consultant, Instructor and Founder of the Synergy Institute. He is internationally recognized as authority on human potential, communication and personal effectiveness. Tristan's amazing success rate at having his clients reach their goals has him in high demand all over the world and has attracted the attention of an A-list clientele. His methods have been successful in helping people achieve their happiness in life where traditional approaches have consistently failed. In business settings, Tristan's practical techniques have consistently increased motivation, improved communication and increased sales. Tristan has coached clients in the United States, Canada, Great Britain, Ireland, Australia and India.

Advertise on This Page on all our Forms

SynergyInstituteOnline.com is one of the top personal development sites on the internet. Our site gets approximately 1,500 visitors a day who are looking for self improvement and personal growth advice and solutions.

The Synergy Forms Bank offers hundreds of Personal and Professional forms, questionnaires, and visually-based material designed by the Synergy Institute and 100% free to our users.

Benefit from viral online and offline marketing

All of our forms come with a cover page, just like the one you are reading now. We have made it possible for you to benefit from our distribution by offering sponsorship for our forms. We've discovered that our forms get distributed virally, whether it's between friends or in the corporate world from manager to employee.

Benefits of Being a Sponsor:

- Leverage the traffic of SynergyInstituteOnline.com
- Have your advertisement distributed virally when people print out our forms to share with others
- Cost effective marketing that's appropriate for any budget

For more information, please contact Tristan Loo at:
info@SynergyInstituteOnline.com

Copyright © 2007, Synergy Institute. All rights reserved.
Visit the #1 Personal Development Resource Site on the Internet

www.SynergyInstituteOnline.com



Goal Planning Worksheet

www.SynergyInstituteOnline.com

Completion Date for Goal

What is my Specific & Measurable Goal?

My goal is to:

Why do I want to achieve this goal?:

When do I want to achieve goal by and why?

Measures of Success: How can I Measure the Results of my Goal?

Outstanding: _____

Expected: _____

Could do Better: _____

Unsatisfactory: _____

	List Individual Action Items Needed to Reach My Goal	Target Date	Completed
1			YES / NO
2			YES / NO
3			YES / NO
4			YES / NO
5			YES / NO
6			YES / NO
7			YES / NO
8			YES / NO
9			YES / NO
10			YES / NO

Barriers to Your Goal	Solutions to Those Barriers
1	1
2	2
3	3
4	4

My Accountability Partner:	My Accountability Partner:
Partner's Phone Number:	Partner's Phone Number:
Partner's Email:	Partner's Email: