

GOAL SETTING WEEK

Cheat Sheet for a calm, focused start to the year
— with **clarity, intention and alignment.**

MON

Individual Reflection & Intentions

Creating personal clarity — values, goals, and what matters most.

How to Structure the Day



10–15 mins reflection

3 QUESTIONS

- What do I want to grow this year?
- What work energizes me?
- What do I want to do more of / less of?

Capture **3 personal intentions**



Goals land better when they reflect real life — not pressure.

TUES

Team Alignment & Shared Goals

Aligning direction so everyone knows the priorities.

How to Structure the Day



30–60min Team Discussion

DISCUSS

- What are we here to achieve this year?
- What will success look like?
- What behaviors matter?

Agree **3 shared goals**

Work feels meaningful when purpose is shared — not assumed.

WEDS

Priorities & Focus

Choosing what matters most — and what won't get done.

How to Structure the Day



List everything on your plate

MARK...

- Must do
- Nice to do
- Stop Doing

Choose **max 3 priority focuses**

Clarity is saying "no" as much as "yes."



THU

Support, Resources & Wellbeing

Setting people up for success — without burnout.

How to Structure the Day

ASK

- What support do I need?
- What skills or tools are missing?
- What drains my energy?
- What gives it back?

Agree **practical supports**

Energy is a resource — protect it early.



FRI

Team Alignment & Shared Goals

Locking in goals — and creating positive momentum.

How to Structure the Day

SHARE



1
Personal Focus



1
Team Commitment



1
Habit to Support It



Celebrate effort



Agree first next step

Progress beats pressure — every time.

5 PRACTICAL STEPS

to run Goal Setting Week



Block time for Individual Reflection

Ask everyone to block 15–30 mins on Monday for quiet personal reflection.



Run a Team Alignment & Shared Goals Workshop

Schedule a 60–90 min team session on Tuesday to align priorities and define success.



Help people prioritize

On Wednesday, ask everyone to choose their Top 3 priorities — and what to pause.



Identify Support & Wellbeing Needs

Hold short 1:1 check-ins on Thursday to confirm support, resources and energy needs.



Close the week with Commitment & Celebration

End Friday with a team huddle to share goals and first steps — and celebrate the start.

