



NEW YEAR

GOAL SETTING

TOOLKIT





Welcome!

Congratulations on taking the first step towards a transformative journey! This worksheet is your personalized guide to reflect, reset, and rise in the new year.

How to Use This Worksheet:

1. Reflect: Acknowledge your wins, face challenges, and draw valuable lessons from the past year.
2. Reset: Define SMART goals—be specific, measurable, achievable, relevant, and time-bound.
3. Rise: Break down your goals into actionable steps, set timelines, and track your progress.

Remember, this worksheet is a tool for your success. Regularly update it, celebrate your victories, and stay committed to your growth. Here's to a journey filled with accomplishments and self-discovery!

xo, Yvonne S.



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Section 1 – Reflect



Reflect on Last Year

List 3 things you achieved that you're proud of.

What were your top insights or lessons from last year?

What did you intend to do but didn't? Why?



Define Your Core Values

From the list below, circle or highlight the 10 values that resonate most with you.

Accountability, Achievement, Adventure, Altruism, Authenticity, Balance, Beauty, Boldness, Collaboration, Commitment, Community, Compassion, Confidence, Connection, Contribution, Courage, Creativity, Curiosity, Determination, Discipline, Diligence, Empathy, Equality, Excellence, Faith, Family, Freedom, Friendship, Generosity, Gratitude, Growth, Harmony, Health, Honesty, Humility, Independence, Inclusion, Innovation, Integrity, Joy, Justice, Leadership, Learning, Love, Loyalty, Money, Optimism, Passion, Patience, Perseverance, Respect, Responsibility, Security, Self-Expression, Service, Spirituality, Sustainability, Wisdom

Now, from the 10 values you selected, choose the top 5 that feel most important to you. Write them in the spaces below:





Step 3: Reflect

For each of your top 5 values, answer the following questions:

	Value 1	Value 2	Value 3	Value 4	Value 5
	_____	_____	_____	_____	_____
Why is this value important to me?	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
How does this value show up in my life currently?	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
What can I do to honor this value more intentionally this year?	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____

Finally, select the 3 core values that will guide your decisions, goals, and actions this year.

- Top Value 1: _____
- Top Value 2: _____
- Top Value 3: _____

Set Your Annual Theme

- Choose a word or phrase to capture your vision for the year.
Examples: Focus, Courage, Transformation.

My Annual Theme: _____



Section 2 – Plan

Plan with Clarity and Intention

4. Establish Your Big Goals

Write 3 meaningful, impactful goals for the year (aligned with your values):

1. Goal 1: What? Why does it matter? _____
2. Goal 2: What? Why does it matter? _____
3. Goal 3: What? Why does it matter? _____

5. Break Down Goals into 90-Day Focus Areas

- For each goal, write one main milestone to achieve in the next 3 months.

Example:

- Goal 1 Milestone: _____
- Goal 2 Milestone: _____
- Goal 3 Milestone: _____

6. Create a Power Routine

- Identify 3 key habits to integrate into your daily or weekly life:
 - Habit 1: _____
 - Habit 2: _____
 - Habit 3: _____

7. Track Your Progress

- Use this monthly check-in format to stay accountable:
 - a. Did I achieve my milestone this month?
 - b. What worked well?
 - c. What needs adjusting?

8. Affirm Your Vision

- Write a commitment statement to guide your year:

*This year, I commit to [specific action or mindset] _____
_____ because [reason] _____
_____*

Section 3 – Reset

Setting SMART Goals

Personal Development | Career | Health & Fitness | Finances | Relationships | Spirituality & Faith | Learning & Education | Hobbies & Creativity | Community & Contribution | Travel & Adventure | Productivity & Organization | Work-Life Balance | Parenting & Family

Personal Development:

Eg. Learning new skills | Building confidence | Overcoming fears | Cultivating mindfulness/self-awareness

1. What exactly do you want to achieve? **(Specific)**

- Can you clearly define your goal in specific terms?
- What is the precise outcome you aim for?

(I want to build my confidence.)

2. How will you measure progress? **(Measurable)**

- What quantifiable metrics will indicate progress?
- How will you know when you've achieved your goal?

(I will measure my confidence by stepping out of my comfort zone at least once a week (e.g., speaking up in meetings, initiating conversations, or trying new activities))

3. Is the goal challenging yet achievable? **(Achievable)**

- Does your goal stretch your abilities while being realistically attainable?
- What steps can you take to make this goal achievable?

(I will read at least one book or take one online course on confidence-building in the next three months.)

4. How does it align with your aspirations? **(Relevant)**

- In what way does this goal contribute to your broader vision?
- Why is this goal meaningful and relevant to your growth?

(Building confidence will help me perform better in my personal and professional life, enhance my leadership skills, and improve my overall well-being.)

5. What's the deadline for achieving this goal? **(Time-bound)**

- By when do you plan to accomplish this goal?
- How does having a specific deadline enhance your commitment?

(I will check my progress monthly to adjust actions if needed and keep myself on track.)

Work on the above exercise with the rest of the key areas highlighted at the top of the page



Thank you!

You've taken the first step toward crafting a meaningful and purpose-driven year—congratulations! Clarity and confidence are powerful tools, but having the right guidance can amplify your journey even more.



Your Exclusive Offer

As a thank-you for downloading this resource, I'm offering you KES 500/- off your first coaching session. Use the coupon code **GROW2025** when booking.

This offer is valid for a limited time, so don't miss the chance to invest in your growth and make this year your most fulfilling yet.

Book your session here: [Insert Booking Link]

Let's make your goals a reality!

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