



Goal-Setting & Vision-Mapping Worksheet

Curated by Vanguard Impact

How to Use This Worksheet

Your goals don't need to be perfect, they just need to be yours. Start small, take one step at a time, and remember: clarity grows with action.

This tool is designed to help you move from big dreams → clear goals → actionable steps. Take 30–60 minutes to reflect, write, and map out your vision.

Define Your Vision (Big Picture)

Prompts:

- What does my ideal life look like in 3–5 years?
- How do I want to feel (personally and professionally)?
- What kind of work excites me most?
- What impact do I want to have on others?

Exercise:

Write a short vision statement (3–4 sentences). Example:

“In 3 years, I run a thriving design business, work with values-driven clients, and mentor other women entering the industry. I have freedom in my schedule, financial stability, and energy to enjoy family and travel.”

Identify Your Focus Areas

Break your vision into key categories.

- Career/Business:
- Finances:
- Health & Wellness:
- Learning & Growth:
- Relationships & Community:
- Lifestyle/Personal Fulfillment:

Exercise: Fill in each area and circle 2–3 areas that matter most to you right now.

Set SMART Goals

SMART = Specific, Measurable, Achievable, Relevant, Time-bound.

Example (Career):

✗ “I want to grow my business.”

✓ “I will sign 5 new clients in the next 6 months by improving my outreach and social media strategy.”

Exercise Template:

- Goal:
- Why it matters:
- How I'll measure progress:
- Deadline:

Map Your Milestones (Vision to Action)

Big goals become manageable when broken into steps.

Example Goal: “Run my first paid workshop in 6 months.”

- Month 1: Research similar workshops and pricing.
- Month 2: Draft topic outline.
- Month 3: Test content with a small group.
- Month 4: Secure platform and set date.
- Month 5: Market workshop (social + email).
- Month 6: Host workshop and gather feedback.

Exercise Template:

- Goal:
- Step 1:
- Step 2:
- Step 3:
- Step 4:
- Step 5:

Identify Potential Barriers & Supports

Barriers: What could get in the way? (e.g., time, fear, finances)

Supports: What resources or people could help? (e.g., mentor, accountability partner, grant, system)

Exercise:

- Possible Barriers:

- My Supports:

Daily & Weekly Micro-Actions

Momentum comes from small, consistent steps.

Examples:

- Spend 15 minutes daily on learning.
- Set one networking call per week.
- Review goals every Sunday evening.

Exercise Template:

- Daily Micro-Action:
- Weekly Micro-Action:

Reflection & Motivation

Prompts:

- What motivates me to achieve this goal?
- What will success look/feel like?
- How will I celebrate when I reach it?

Exercise: Write your answers to the above prompts, then write a note to your future self.

I'm proud of myself for:

Vision Snapshot (Optional Visual Exercise)

Print or create a mini vision board (images, quotes, or words that represent your goals). Place it somewhere you'll see daily.