

Podcasting Goals Worksheet

Instructions for Use:

1. Fill out the Personal Information section.
2. Define your podcast's vision and mission.
3. Set clear, achievable long-term and short-term goals.
4. Create an action plan for each goal, outlining specific steps, deadlines, resources, and potential obstacles.
5. Identify KPIs to measure your progress and regularly track your achievements and challenges.
6. Reflect on your progress and make necessary adjustments to stay on track.

Personal Information

- **Name:**
- **Date:**
- **Podcast Title:**

Section 1: Vision and Mission

- **Vision Statement:**
- **Mission Statement:**

Section 2: Goal Setting

1. **Long-Term Goals:**
 - Goal 1:
 - Goal 2:
 - Goal 3:
2. **Short-Term Goals:**
 - Goal 1:
 - Goal 2:
 - Goal 3:

Section 3: Action Plan

1. **Goal:**
 - **Action Steps:**
 - Step 1:
 - Step 2:
 - Step 3:

- **Deadline:**
 - **Resources Needed:**
 - **Potential Obstacles:**
 - **Notes:**
2. **Goal:**
- **Action Steps:**
 - Step 1:
 - Step 2:
 - Step 3:
 - **Deadline:**
 - **Resources Needed:**
 - **Potential Obstacles:**
 - **Notes:**

Section 4: Metrics and Tracking

- **Key Performance Indicators (KPIs):**
 - KPI 1:
 - KPI 2:
 - KPI 3:
- **Tracking Progress:**
 - **Weekly Review:**
 - Achievements:
 - Challenges:
 - Adjustments Needed:
 - **Monthly Review:**
 - Achievements:
 - Challenges:
 - Adjustments Needed:

Section 5: Reflection and Adjustment

- What Worked Well:
- What Could Be Improved:
- Next Steps: