

# GOAL SETTING

## BASIC STEPS

- ☑ Identify your goal
  
- ☑ Write down your goal in specific, measurable detail with a declared target date.
  - S.M.A.R.T.
    - S = Specific
    - M = Measurable
    - A = Attainable
    - R = Rewarding
    - T = Time bound
  
- ☑ Write down the benefits of achieving your goal
  
- ☑ List the obstacles to overcome in accomplishing your goal
  
- ☑ List the skills and knowledge required to reach your goal
  
- ☑ Identify the people and groups you need to work with to reach your goal
  
- ☑ Develop a plan of action to reach your goal
  - Set a series of related daily, weekly and long-term goals, complete with starting times and completion dates
  
- ☑ Continuously take an action step toward the attainment of your goal (weekly or daily)