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)