

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Goal setting is a powerful process for thinking about where you want to go in life and motivating yourself to work towards your goals. Knowing what your goals are helps to identify the tasks that will help you achieve your goals as well as the distractions that can get you off course. Setting goals, and knowing where you are heading, also builds self confidence.

Athletes, business people, musicians, and successful students set goals to establish long-term vision and short-term motivation. Clearly defined goals are measurable and people can take pride making progress toward a goal.

### Steps toward setting and achieving goals

1. Create a big picture of what you want to do with your life, identifying what you want to achieve. These goals can be in one category or several, such as
  - a. **Art and music**—how do you want to develop your abilities?
  - b. **Career**—what career do you want to develop?
  - c. **Education**—what do you want to learn and know?
  - d. **Behavior and attitude**—how do you want to behave?
  - e. **Financial**—how wealthy do you want to be?
  - f. **Physical**—how do you want your body to be?
  - g. **Public service**—what do you want to do for others?
  - h. **Family**—what role do you want to play in your family and how do you want your family relationships to develop?
  - i. **Enjoyment**—what hobbies and interests do you want to cultivate for pleasure?
2. Identify what you want to achieve. Develop a small number of really significant goals on which you can focus. Make sure the goals are ones that you really want to achieve, not ones others want for you.
3. Build a plan to achieve your goals. Make a one month, one year, or five year plan of tasks you need to complete to work toward your goals.
4. Create a daily to do list of things you can do every day to achieve your goals.
5. Determine how you will track progress toward your goals.
6. Periodically review your goals to see if they still reflect what you want. Modify them to reflect your changing priorities and experience.
7. Determine how you will know when you have achieved your goals.

### Smart Goals

Effective goals usually have these elements.

**S** Specific

**M** Measurable

**A** Attainable

**R** Relevant

**T** Time-bound

### Tips

1. **Positive** Make positive statements for each goal. Write them down so they are real.
2. **Precise** Be precise about dates, levels of achievement so that you know if and when you have achieved the goal.
3. **Priority** Establish which goals are your highest priorities so that you do not get overwhelmed.
4. **Performance** Set goals based on your personal performance, instead of relying on people and events beyond your control. This helps develop realistic goals that you can achieve.