

Goal Setting

Step 1: Define your Goal

Each goal should be S.M.A.R.T.:

- Specific –What? Why? Who? Where? Which?
- Measurable –How much? How many? How will I know when it is accomplished?
- Attainable – Goals are neither out of reach nor below standard performance
- Relevant – Choose goals that matter. Goals are different for different people.
- Time frame - commitment to a deadline helps a keep focus on the effort

My goal is:

Hint: When setting a goal look at recent successes and build on them.

Step 2: The Plan

Determine the steps to achieve your goal

1.

2.

3.

Identify and managing potential roadblocks

1.

2.

3.

Goals are a form of motivation that set the standard for self-satisfaction with performance. Achieving the goal one has set for oneself is a measure of success, and being able to meet job challenges is a way one measures success.