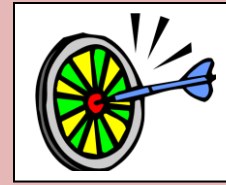


Personal Goal Setting



Find Direction. Live Your Life Your Way.

Goal setting is a powerful process for thinking about your ideal future, and for motivating yourself to turn this vision of the future into reality. Studies have shown that less than three percent of people actually write down their goals. And it's the same three percent that accomplish more than all the others put together.

Achieving More with Focus



Goal setting techniques are used by top-level athletes, successful business-people and achievers in all fields. Goals give you long-term vision and short-term motivation. They focus your acquisition of knowledge and help you to organize your time and your resources so that you can make the very most of your life.

By setting sharp, clearly defined goals, you can measure and take pride in the achievement of those goals. You can see forward progress. By setting goals, you will also raise your self-confidence, as you recognize your ability and competence in achieving the goals that you have set.

Starting to Set Personal Goals

Goals are set on a number of different levels: First you create your "big picture" of what you want to do with your life, and decide what large-scale goals you want to achieve. Second, you break these down into the smaller and smaller targets that you must hit so that you reach your lifetime goals. Finally, once you have your plan, you start working to achieve it.

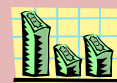


Your Lifetime Goals

The first step in setting personal goals is to consider what you want to achieve in your lifetime. Lifetime Goals give you the overall perspective that shapes all other aspects of your decision making. Make sure the goals you set are ones that you genuinely want to achieve, not ones that your parents, family, or employers might want.

To give a broad, balanced coverage of all important areas in your life, try to set goals in some of these categories. Spend some time brainstorming these things, and then select one or more goals that best reflect what you want to do.

- *Career*: What level do you want to reach in your career?
- *Financial*: How much do you want to earn by what stage?
- *Education*: What knowledge, information and skills will you need to achieve your goals?
- *Family*: Do you want to be a parent? If so, how are you going to be a good parent?
- *Artistic*: Do you want to achieve any artistic goals? If so, what?
- *Attitude*: Is any part of your mindset/attitude holding you back? Is there any part



of the way that you behave that upsets you? If so, set a goal to improve your behavior or find a solution to the problem.

- *Physical:* Are there any athletic goals you want to achieve, or do you want good health deep into old age? What steps are you going to take to achieve this?
- *Pleasure:* How do you enjoy yourself? You should ensure that some of your goals are for you!
- *Public Service:* Do you want to make the world a better place? If so, how?



Starting to Achieve Your Lifetime Goals

Once you have set your lifetime goals, set a 10 year plan of smaller goals that you should complete if you are to reach your lifetime plan. Then set a 5 year plan and finally a 1 year plan of progressively smaller goals that you should reach to achieve your lifetime goals. Each of these should be based on the previous plan.

Then create a to-do list of things that you should start to do TODAY to work towards your lifetime goals. At an early stage these goals may be to read books and gather information on the achievement of your goals.

Once you have decided your first set of plans, keep the process going by reviewing/updating your to-do list. Periodically review the longer term plans, and modify them to reflect your changing priorities.

Goal Setting Tips

SMART Goals:

A useful way of making goals more powerful is to use the SMART mnemonic. While there are plenty of variants, SMART usually stands for:

- **S** Specific
- **M** Measurable
- **A** Achievable
- **R** Relevant
- **T** Timely

smart

SPECIFIC. Achieving goals demands focus. State exactly what you wish to accomplish and what you are going to do to accomplish the goal adding dates, times and amounts so that you can measure achievement. *State each goal as a **positive** statement.*

MEASURABLE. Be sure to have a measureable goal with a deadline for completion. Ask yourself, “How will I know when I have achieved/accomplished/attained this goal?”

ACHIEVABLE Is this goal “do-able”? The goal should stretch you and require a real commitment but also be able to reach. What action steps will you take to accomplish this goal? It is important to set goals that you can achieve, not too high or too low.

RELEVANT/REALISTIC- Is this goal something that will enhance your motivation and lead you to bigger goals? If it doesn't give you motivation to continue, then reword, revise or get rid of the goal. Set **priorities**: When you have several goals, give each a priority.

TIMELY- A goal must have a target date for completion. If the goal is a lengthy achievement, set mileposts for positive encouragement as you reach each milepost.

- Write goals down: This crystallizes them and gives them more force.



Achieving Goals

When you have achieved a goal, take the time to enjoy the satisfaction of having done so. Absorb the implications of the goal achievement, and observe the progress you have made towards other goals. If the goal was a significant one, reward yourself appropriately.

Remember too that your goals will change as time goes on. Adjust them regularly to reflect growth in your knowledge and experience, and if goals do not hold any attraction any longer, then let them go.

Tips to keep in mind:

- Let others know your intentions so they can support you in reaching your goals.
- It's better to focus on one manageable goal than several unmanageable ones.
- Use "I will" rather than "I want" statements when writing your goals.

Write down 3 long term and 3 short term goals for yourself, your family and your job.

Long Term Goals- 5 + years

Short Term Goals- Up to 1 year

For myself

1. _____
2. _____
3. _____

1. _____
2. _____
3. _____

For my family

1. _____
2. _____
3. _____

1. _____
2. _____
3. _____

For my job

1. _____
2. _____
3. _____

1. _____
2. _____
3. _____