



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)