GOAL

SOMETHING YOU AIM FOR THAT TAKES PLANNING AND WORK

WHAT ARE YOU PURSUING?

THREE TYPES OF GOALS SHORT-TERM GOAL-LESS THAN 6 MONTHS

MID-TERM GOAL-ONE TO TWO YEARS

LONG-TERM GOAL-THREE TO FIVE YEARS

SMART GOALS

- S = SPECIFIC (WHAT ARE YOU GOING TO DO? WHEN?)
- M MEASURABLE (HOW WILL YOU KNOW IF YOU ARE GETTING THERE)
- A ACTION–ORIENTED (WHAT DO YOU NEED TO DO TO GET THERE)
- R REALISTIC (IT SHOULD BE SOMETHING YOU BELIEVE YOU CAN ACCOMPLISH)
- T TIMELY (THERE SHOULD BE A DEADLINE)

GOAL SETTING ACTION PLAN

- 1. SELECT A GOAL TO WORK ON
- 2. LIST WHAT YOU WILL DO TO REACH YOUR GOAL
 - 3. IDENTIFY SOURCES OF HELP & SUPPORT
- 4. SET A REASONABLE TIME FRAME FOR REACHING YOUR GOAL
 - 5. ESTABLISH CHECKPOINTS TO EVALUATE YOUR PROGRESS
 - 6. REWARD YOURSELF AFTER REACHING YOUR GOAL