

Goal Setting



Activity

Write your one-year goal in detail. Caution: this is not a “To-Do” list as to how you will achieve your goal. Instead, paint a detailed picture of your goal.

My Goal: _____

Details: _____

1. Start with the end. My deadline date for reaching my goal is:

The deadline date is a target. You may fall a little behind or may reach it earlier, but if you don't set any deadline, you have nothing to aim for. You might take much longer than you should and it will be much harder to plan and organize what has to be done to reach the goal. Don't be afraid! The date you set is a happy day; it's the day you give yourself what you want and have earned. It's never too late.

2. I need to accomplish the following tasks to reach my goal:

a. _____
b. _____
c. _____
d. _____
e. _____
f. _____
g. _____
h. _____

3. Start backtracking from the end result to today. Use your deadline date and the tasks above, writing a monthly plan of what has to be done. See the example on the next page.

Deadline Date:

Task/To Do	Month To Be Done	By Whom	Date Finished

Go one step further. Establish weeks in which the tasks will be done.

Task/To Do	Start the week of

Write affirmations that match your one-year goal. Always start with "I."

- I, _____
- I, _____
- I, _____
- I, _____
- I, _____
- I, _____

Capitalize On Resources

It is very difficult to accomplish goals on your own. It's also not as much fun. You need others for their expertise, guidance, knowledge, support and inspiration.

Involve Others. Get others involved in your goal. Share your dream with a friend, family member, peer, or professional associate. Caution: if they are not supportive, but instead share their fears and doubts, then limit your conversations with them regarding your goals.

People I know:

How I can involve them:

Seek Guidance. Ask others who know about your plan to recommend resources or people contacts. Solicit feedback about your ideas and plans

People I know:

How I can involve them:

Use Mentors. Find people who have done what you want to do, or have what you want to have. Tell them you admire their accomplishments and ask for ideas. Ask them how they overcame barriers. Mentors can help you think out solutions to problems.

People I know:

How I can involve them:

Do Research. Interview people and read. You have numerous resources available today—anything from personal contacts to the information highway.

People I know:

How I can involve them:



Activity

Complete the statements below.

1. I will use the following mini-rewards at different milestones:

Task/Project Completed:

My Reward:

2. I will use the following reward when I reach my goal:
