

The Goal Setting Process

Step 1 - Use the ten page handout provided today.

- Take inventory of where you are in each area
- Write a brief summary of your present status
- Try to work on one goal at a time

Step 2 – List everything that you would like to accomplish now, and in the future. Do this for all eight areas.

- Do not pre-judge your thoughts; write them all down.
- Include tangible and intangible goals

Step 3 – Prioritize the goals in each of the eight areas, from most important to least important.

Step 4 – Create a master list of the top three goals from each of the eight areas.

Step 5 – Prioritize the master list:

- Check for balance and any possible conflicts
- Make sure the goals aren't too heavily weighted in one or two areas. For example, don't let work goals overshadow family and health goals.

Step 6 – Write a detailed description of each goal and how you are going to achieve it.

- The goals must be SMART
- The goals should make you stretch. It is OK to fantasize a little.
- Include what you can do right now, as well as what you can do in the future.

Step 7 – Decide on a timetable for each goal.

- Break down the long-term goals into short-term activities.
- **Be sure to include monthly, weekly, and daily activities.**

Step 8 – Share your goals with others, especially those affected by the goals – family, friends, colleagues, etc....

Step 9 – Review your goals regularly and track your progress.

Step 10 – Be persistent – do not quit!

- Your priorities will change over time, so you might need to redefine or realign your goals
- Abandon a goal only if it becomes irrelevant, not because it is too hard.