

# Goal Setting Criteria

1. **Specific**
2. **Measurable**
3. **Achievable**
4. **Realistic**
5. **Time based**

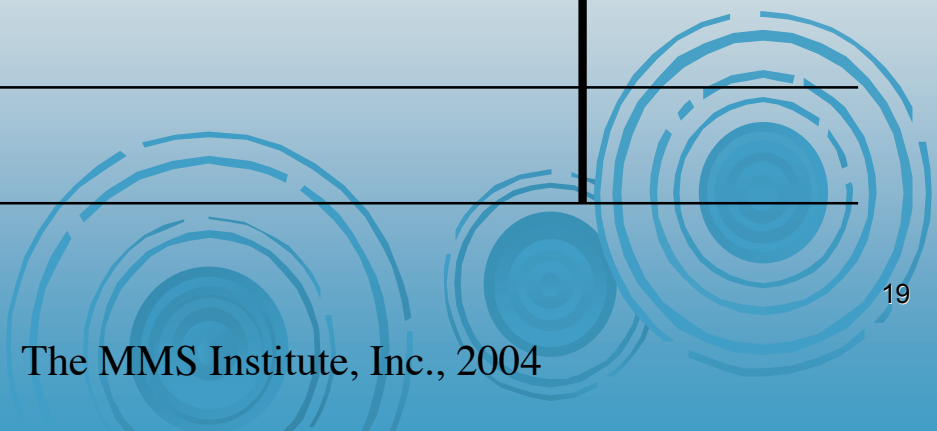


# GOAL SETTING

GOALS FOR THIS YEAR:

DATE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



# Check your S.M.A.R.T. Goals

- ❑ Are they S.M.A.R.T.?
- ❑ Are you challenged by them?
- ❑ Are you excited by them?
- ❑ Do they provide a focus?
- ❑ Are your priorities clear?



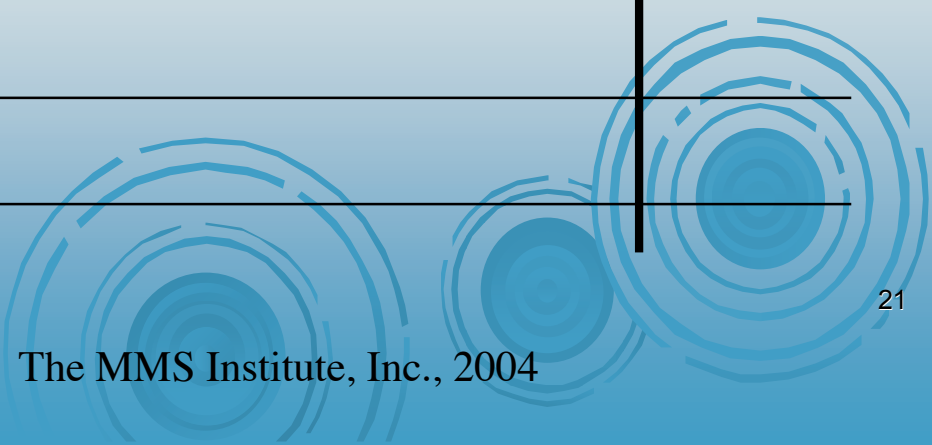
# GOAL SETTING

GOAL:

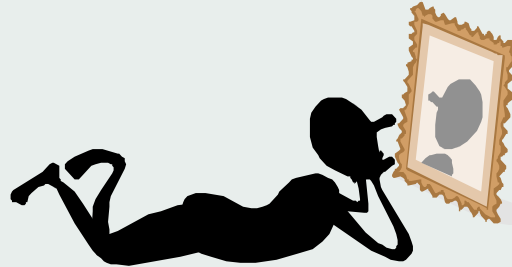
THE ACTION STEPS TO ACHIEVE THIS GOAL ARE:

BY WHEN:

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____



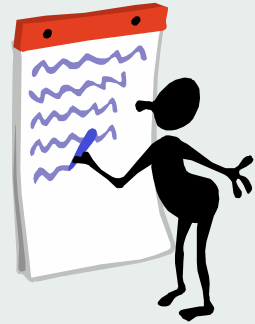
# Reflection



- How do you feel about your goals?
- How do you feel about the tasks?
- Are they aligned?
- Do you see a direct relationship between the goal and the tasks?
- Can you see the path to realization?



# Make Daily “To Do” Lists



- Ask yourself, “What is the best use of my time today?”
- What is going to get me closer to my goals?
- What is a realistic number of tasks given my schedule?
- Rank the A, B and C priorities
- Set up a “win-able” day with meetings & tasks
- Evaluate the set up and the actual success
- Make appropriate adjustments the next day



# Assessment Checklist

- Did I plan with my goals in mind?
- Did I prioritize?
- Did my plan move me closer to my goals?
- Did I take all factors into consideration?
- Did I feel like a winner at the end of the day?

