

TIPS FOR SETTING & ACHIEVING GOALS

1. Put your goals in writing. Studies confirm that having your goals in writing and reviewing them regularly dramatically improves your chances of achieving them.
2. Make your goals S.M.A.R.T., meaning: specific, measurable, acceptable, realistic and timed (ex. Improve number of appointments with prospective clients from 2 per week to 3 over a 4 week period by the end of December 05).
3. Write down the benefits of achieving the goal to you personally and/or your organization or department. You should be able to write down at least 5 benefits.
4. Make a list of major obstacles to achieve the goal. This can be both internal and external obstacles.
5. List all the possible solutions for each obstacle.
6. Plan specific action steps to take to achieve the goal with due dates and the name of the person responsible if the task is being assigned. Keep in mind the solutions to the obstacles.
7. Determine a tracking method for the action steps or a system to measure improvements.
8. Write down an affirmation to help overcome any internal obstacles or to reinforce new beliefs for achieving the goal.
9. Visualize yourself having achieved the goal. Use pictures or any method that works.
10. Finally, ask yourself the question, is it worth my time and energy to do what is required to achieve this goal.