



# Goal-setting

## Guidelines for Goal-setting

By setting goals, we hold ourselves accountable to try to be our best and always do better work. When you set short-term and long-term goals, it is important that you make sure that your goal is something that can be achieved, that can be completed in steps, that you have someone to help you achieve it, and that is specific enough to measure your success. Use the SMART process to outline a short-term goal.

<b>Specific</b>	<ul style="list-style-type: none"> <li>Define the goal as much as possible stating WHO, WHAT, WHERE, and WHY</li> </ul>
<b>Measurable</b>	<ul style="list-style-type: none"> <li>Make sure you can define when the goal is accomplished</li> </ul>
<b>Achievable</b>	<ul style="list-style-type: none"> <li>Ensure that the goal is something that you really want and can be accomplished</li> </ul>
<b>Realistic</b>	<ul style="list-style-type: none"> <li>Write out the different steps you need to take to reach your goal to make it become your reality</li> </ul>
<b>Timebound</b>	<ul style="list-style-type: none"> <li>Your goal should include a time limit. It will establish a sense of urgency and prompt you to complete it.</li> </ul>

**What is a short-term goal that you have for yourself?** \_\_\_\_\_

Identify the different steps above for your goal.

<i>Specific</i>	Who is involved? What do you want to accomplish? Where will be it done? Why am I doing this (reason/purpose)?	
<i>Measurable</i>	How will I know that I have reached my goal? What are some ways that I can measure it is complete?	
<i>Achievable</i>	Is your goal achievable for you? Who can help you achieve your goal?	
<i>Realistic</i>	How is your goal realistic? What steps are you taking to make it your reality?	
<i>Time bound</i>	When do I want to have my goal completed by? What is the timeframe for this goal?	