

# Goal Setting

## THE BENEFITS OF SETTING GOALS

- Achieve better and faster results
- Increase positivity
- Sense of purpose
- Clarity to decision making
- Stay focused
- Reduce procrastination
- Better use of time
- Maintains motivation
- Tangible proof of progress
- Personally accountable
- Boundaries are clear
- Less stress
- More freedom of thought
- Better communication

## TYPES OF GOALS

**Short term goals:** Up to 60 days

Easiest to reach. There may be a number of short term goals to meet a medium or long term goal.

**Medium term goals:** 60 days to 3 years

Building on short term goals, these often involve maintaining certain levels of action.

**Long term goals:** 3 years plus

Built on the foundation of short and medium term goals. Long term goals are the ultimate reward for your hard work.

## SETTING GOALS USING THE S.M.A.R.T. METHOD

Specific       Measurable       Attainable       Realistic       Timely

## ORDER OF GOAL SETTING

Set long term goals first, medium term goals second, and then short term goals. Long term goals are often the lifelong dreams. Short and medium term goals are the foundation to reaching long term goals.

# Goals Brainstorm

**WHO DO YOU WANT TO BE?**

**WHERE ARE YOU HEADING?**

**WHAT DO YOU WANT TO BE DOING?**

**WHO DO YOU WANT TO BE DOING IT WITH?**

**WHEN DO YOU WANT TO REACH THESE GOALS?**

# Long-term and Medium-term Goals

## LONG TERM GOAL

WHAT DO I WANT:

HOW AM I GOING TO REACH MY GOAL:

BY WHEN:

## MEDIUM TERM GOAL

WHAT DO I WANT:

HOW AM I GOING TO REACH MY GOAL:

BY WHEN:

## MEDIUM TERM GOAL

WHAT DO I WANT:

HOW AM I GOING TO REACH MY GOAL:

BY WHEN:

# Short Term Goals

## SHORT TERM GOAL

WHAT DO I WANT:

HOW AM I GOING TO REACH MY GOAL:

BY WHEN:

## SHORT TERM GOAL

WHAT DO I WANT:

HOW AM I GOING TO REACH MY GOAL:

BY WHEN:

## SHORT TERM GOAL

WHAT DO I WANT:

HOW AM I GOING TO REACH MY GOAL:

BY WHEN: