



Goal Setting —

Goal setting involves the development of an action plan designed to motivate and guide a person or group toward a goal. Goal setting can be guided by goal-setting criteria such as SMART criteria.

How to set and accomplish goals

Goals are split easily into two categories: short-term goals and long-term goals. Short-term goals take anywhere from 6 months to 3 years, while long-term can take three to five years to reach.

1. EVALUATE YOUR SITUATION

Assessing your past and present situation is key to setting goals tailored for you —What worked before? What didn't? Based on these, what do you want to improve on and achieve?

2. MAKE IT SMARTER

Your goals need to be:

- S- specific
- M- measurable
- A- attainable
- R- relevant
- T- time-bound
- E- evaluative
- R- revisable

3. WRITE IT DOWN

Write down your goals to clarify and strengthen your intentions.

4. BREAK IT DOWN

Break down your goal into small and manageable steps to overcome overwhelm.

5. HOLD YOURSELF ACCOUNTABLE

Hold yourself accountable by maintaining focus and discipline throughout your process.

6. REWARD YOURSELF

Rewarding yourself will help to reinforce the positive actions you've taken so you can continue doing it.

7. DEVELOP SYSTEMS AND HABITS

Effective systems and habits make it easier for you to accomplish your goals on a regular basis.



GOAL		
NEXT STEP	NEXT STEP	NEXT STEP
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NEXT STEP	NEXT STEP	NEXT STEP

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