



Setting and achieving your goals

Reflection guide

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Overview

- Understand why to set goals
- Understand how to set goals
- Use the S.M.A.R.T. formula to design your goals
- Learn effective strategies to achieve your goals

Key takeaways



Main points:



Learning insights:



What areas do I need to improve on?



My action plan:

Job aids or activity materials

What are your goals?

In the spaces below, fill in any goals you may have in each of the appropriate areas.

Name	Short - term (1-90 Days)	Mid-term (3-12 months)	Long-term (1-20+ years)
Mind	Have a more positive attitude.		
Body	Jog for 30 min., 3x / week.		
Relationship	Show people I care about them.		
Career	Volunteer to lead the quality improvement initiative.		
Finance	Save \$200 per paycheck.		
Leisure / balance	Go camping this months.		

Activity: SMART goals exercise

Using the strategies we have just discussed, read each statement below. Fill in a correct version of the statement in the spaces below, based upon the correct SMART criteria.

Specific: Your written goal is clearly articulated.

1. "I want a promotion at work. In order to get it, I am going to learn more".

Measurable: Your goal includes measurable criteria for its accomplishment.

2. "In order to improve my marriage, I am going to treat my spouse better."

Action oriented: Your goal includes a written plan of action.

3. "I have to write an exam on June 5th to get my real estate license. In order to get a mark of 80%, I plan to work hard."

Realistic: Your goal is realistic, based upon your available resources (time, money, skills)

4. "I've always felt too tired to run more than twice a week. But I want to run in next month's half marathon. In order to do so, I need to run 21 miles every day until the marathon."

Time bound: Your goal includes a written, specific deadline for its accomplishment

5. "I'm going to create a plan to save \$100,000.00 for my retirement one day."

Goal setting worksheet

What is my goal?

What day will my goal be accomplished?

Pre-planning

What are the (potential) obstacles to achieving my goal?

What skills / knowledge/resources will I require to achieve my goal?

What people/organizations will I need to achieve my goal?

	Action plan steps	Due date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10	Evaluation date: Am I on track?	

Checklist: Does my goal follow the SMART formula?

- S: Have I clearly articulated my goal?
- M: Does the goal contain measurable criteria? If not, does the action plan?
- A: Have I developed an action plan, with dates for accomplishing each task?
- R: Based upon my resources (time, knowledge) is this goal realistic?
- T: Have I written down a specific date for accomplishing the goal?

Motivation

What are all the benefits that I will enjoy when I achieve this goal?

What are all the consequences that I will suffer if I miss this goal?

Who will I be accountable to? Which 3 people will I promise that I will accomplish my goal?

What is my reward for achieving this goal?

Overcoming obstacles worksheet

What goal am I struggling to achieve?

What obstacles am I experiencing?

Am I experiencing any psychological blocks in achieving my goal?

Not knowing why

Not knowing how

Fear of criticism

Fear of failure

Fear of Success

	Action plan steps for overcoming obstacles	Due date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10	Evaluation date: Am I on track?	

What is my modified reward / penalty for reaching / missing goal?

What are the daily habits that will help me achieve my goal?

Review goal daily

Check off each day you complete your daily habits over a period of 30 days.

- | | | | |
|---|----|----|----|
| 1 | 9 | 17 | 25 |
| 2 | 10 | 18 | 26 |
| 3 | 11 | 19 | 27 |
| 4 | 12 | 20 | 28 |
| 5 | 13 | 21 | 29 |
| 6 | 14 | 22 | 30 |
| 7 | 15 | 23 | |
| 8 | 16 | 24 | |

My present tense, positive affirmation statement of my finished goal is: