

# Setting Goals

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Setting goals helps us to clarify expectations around the various roles in our lives. They are means to guide us in the direction we have chosen to take; the guide book for our journey. They are integrally attached to our sense of who we are; those principles that guide our lives. The means are not just a method to the ends, “The ends are contained in the means.”

Effective goal writing takes practice and finding a style that works for you. Five key elements to consider are:

1. Specific: provide direction and point to behaviors that need to be adjusted.
2. Related to Performance: explain exactly what everyone needs to do.
3. Involving: make clear to what point each participant is involved in implementing the goal.
4. Realistic: capable of being achieved.
5. Observable: the results can be measured and seen by those around you.

## Three Additional Tips to Increase Effectiveness

1. Publicize Your Goal: commit yourself by writing goals down and share with others.
2. Set Deadlines: pick realistic target dates for the completion of each goal or objective.
3. Build in Rewards: make sure there is some reward for the attainment of your goal.

# PERSONAL ACTION PLANNING SHEET

## GOAL STATEMENT

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| <b>WHAT</b><br>What is to be done?<br><b>OBJECTIVES</b> | <b>HOW</b><br>How will it be accomplished?<br><b>TASKS</b> | <b>WHO</b><br>Who will assist you?<br><b>RESOURCES</b> | <b>WHEN</b><br>When will it be accomplished?<br><b>TIME PERIOD</b> | <b>RESULTS</b><br>Results expected & how measured?<br><b>EVALUATION</b> |
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