

Setting goals

Aim: to identify and set a goal for myself

- 1. Think about what you would like to be doing in 5 years
- 2. Identify methods to reach this goal
- 3. Research information that will help you achieve this

What is my goal?

When do I want to achieve this by?

What do I need to do to achieve this?

Who or what can help me?

What are the small steps I want to take to achieve my goal?

How will I know if I have achieved it?

How can I look after myself?





Who, What, Where, When, Why, Which

Define the goal as much as possible with no ambiguous language.

WHO is involved, WHAT to I want to accomplish, WHERE will it be done. WHY am I doing this (reasons, purpose), WHICH constraints / requirements do I have?

M

Measurable

From and To

Can you track the progress and measure

How much, how many, how will I know when my goal is accomplished? A

Attainable

Is the goal reasonable enough to be accomplished? How so?

Make sure the goal is not out of reach or below standard performance. R

Relevant

is the goal worthwhile and will it meet your needs?

Is each goal consistent with other goals you have established and fits with your immediate and long term plans?



When

Your objective should include a time limit. "I will complete this step by month/day/year."

It will establish a sense of urgency and prompt you to have better time management.