

GOAL SETTING

Specific:

A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- Who:** Who is involved?
- What:** What do I want to accomplish?
- Where:** Identify a location.
- When:** Establish a time frame.
- Which:** Identify requirements and constraints.
- Why:** Specific reasons, purpose or benefits of accomplishing the goal.

Measurable:

Establish concrete criteria for measuring progress toward the attainment of each goal you set.

Attainable:

Identify goals that are most important to you and that you can make a reality.

Realistic:

To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work.

Timely:

A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency.

My **SMART** Goal is:

(over)

Commitments to Reach My Goal Are:

1. _____

2. _____

3. _____

4. _____

Resources Needed:

Resources Available:

Obstacle:

Solution 1:

Solution 2:

(next)

Evidence of Success:

How will you know that you are making progress? What are your benchmarks?

Evaluation Process:

How will you determine that your goal has been reached? What are your measures?
