

Setting and achieving goals

In a work situation, goal setting can often be seen as another burden on people who are already stressed and overworked. However, by setting goals out ahead you:

- focus on what you can control and set the goals to suit you
- can lift yourself out of the day-to-day miseries.
- give yourself something to look forward to.

Start by thinking carefully **be clear about where you are going** and **why it is important to you**.

- Focus on what you can control.
- Set goals (see below) in areas you can control.
- Set goals that are **Specific, Measurable, Attainable, Realistic and Tangible**, so that you know when you have achieved them.
- Organise yourself to take one step at a time to achieve them.



Goal Setting Plan

Date: _____ Target Date: _____ Date Achieved: _____

The goal [Specific, Measurable, Attainable, Realistic and Tangible]

What are the benefits of achieving this goal [Personal, Business] and is it worth the effort?

Problems I might face.	How I might deal with them

Action Plan for Achievement

Specific action steps

Dates/Times

	Target	Review	Achieved
1.			
2.			
3.			
4.			
5.			
6.			

Tracking Method:
