Setting Goals

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**

<table>
<thead>
<tr>
<th>WHAT</th>
<th>HOW</th>
<th>WHO</th>
<th>WHEN</th>
<th>RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is to be done?</td>
<td>How will it be accomplished?</td>
<td>Who will assist you?</td>
<td>When will it be accomplished?</td>
<td>Results expected &amp; how measured?</td>
</tr>
</tbody>
</table>

**Objectives**

**Tasks**

**Resources**

**Time Period**

**Evaluation**