



Goal Setting & Action Planning

Goal Setting: A process for deciding your intentions; what should be changed; identifying a desired outcome; maximizing opportunities.

This process requires you to:

1. **ANALYZE YOUR SITUATION** – Where am I now? What energizes me? What are my strengths and weaknesses? What are my possibilities? What are my preferences, priorities and values?
2. **DETERMINE YOUR OBJECTIVES** – Where do I want to go? What do I want to change? What do I want to have happen?

Ask yourself: *Do I really want to make this happen?*

SMART Goal Planning - A series of activities which will be a roadmap for reaching your goals. Goal planning involves begin:

- S**PECIFIC: Visualize a clear and successful outcome. Begin with an end in mind.
- M**EASURABLE: What? Where? How well? Criteria? Trade-offs?
- A**CCOUNTABLE: Who is responsible to do what, by when? Do they know? Do they accept?
- R**EALISTIC: Given your situation, abilities and resources, desire and time, is this goal realistic?
- T**IME PHASED: When? What days, dates, hours? Develop a schedule.

Feedback Loop – How am I doing? On schedule, behind schedule? On budget, over budget? Good quality, poor quality? Right about, not enough? What feedback information do I need to keep on track and make adjustments?

Tips – Establish a step-by-step program for reaching the goal. Consider resources, obstacles and benchmarks. Finally, determine yardsticks for measuring results and tie them into the Feedback Loop. Good luck!



ACTION PLANNING

Action Statement: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> (What motivates you and why?)			Start Date: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
Activities: What must happen to achieve desired outcomes?	Individual Accountable?	Start & End Times for Each Activity	Criteria to Measure Progress
Barriers to Overcome?	Available Resources?	Required Sacrifices or Trade-offs?	Positive Outcomes?

GOAL TARGET WINDOW

High	<p>++</p> <p>Clear focus + no desire = low self esteem</p> <p>[High clarity, low motivation]</p>	<p>++</p> <p>Yes! You've considered what's required and why - your purpose and desire. You're good to go!</p> <p>[High clarity, high motivation]</p>
Low	<p>-- --</p> <p>Inertia – “Dead in the Water”</p> <p>[Low clarity, low motivation]</p>	<p>-- +</p> <p>All pumped up and no place to go = Ready, Fire, Aim!</p> <p>[High motivation, low clarity]</p>
		High

MOTIVATION