

ACHIEVEMENT-ORIENTED GOAL SETTING

GOAL:

Be as clear and detailed as you can. Use the check-in guide below to help craft your statement. Think about how you want your life to look, and what you need to do to get there. Ask yourself "how will achieving this goal make a difference to me in 5 years?"

Whether it's a personal or professional goal, start out on the right track by being as thorough as possible. This will make it easier to build strategies to achieve it.

E.g. I want to run a 5k, in under 35 mins, at the April Fun Run. This will help my cardiovascular health, and works towards completing a marathon in 5 years.

QUICK CHECK IN

IS YOUR GOAL... **SPECIFIC?** *Yes.*

CAN YOU **MEASURE** IT? *5km in under 35 mins.*

IS IT **ACHIEVABLE?** *Yes.*

IS IT **RELEVANT** TO YOUR LONG-TERM GOALS? *marathon*

WHAT IS THE **TIMELINE?** *By April (4 months from now)*

ACTION STEPS:

1

This is where you plan how you're going to achieve your goal. Again, be as detailed as possible, and try and break it down into smaller, achievable action steps. By exploring what it will actually take to reach your goal, you set yourself up for success when things seem difficult.

2

Keep obstacles and hurdles in mind, and plan now on how to overcome them. Think about both external and internal roadblocks you are likely to encounter, and build your strategy for success.

3

Sharing your goals and having someone hold you accountable is an integral step towards achieving it. You can use reminders on your phone, but knowing a real person is much harder to ignore and can help motivate you when things get tough.

ACCOUNTABILITY:

Person or technology

WILL CHECK IN ON THESE DATES:

WHY?

Exploring the reasons behind your goals not only helps clarify them, but can also serve as motivation when things get tough. It might be that this goal is part of a bigger, overall goal, so dig deep and try to imagine how things will be when you succeed. What will be different? What will be easier? What will be better?

ONE LAST THING:

Post this sheet where you can see it regularly. A visual reminder will go a long way towards achieving your goals.

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GOAL:

QUICK CHECK IN

IS YOUR GOAL... **S**PECIFIC?

CAN YOU **M**EASURE IT?

IS IT **A**CHIEVABLE?

IS IT **R**ELEVANT TO YOUR LONG-TERM GOALS?

WHAT IS THE **T**IMELINE?

ACTION STEPS:

1

2

3

ACCOUNTABILITY:

WILL CHECK IN ON THESE DATES:

WHY?