



Setting and Achieving Personal Goals

So many of us make all kinds of plans to improve the way we live our life. However, just like New Year Resolutions, our good intentions get swallowed up in the everyday pressures. We are creatures of habit and if we really want to change the way we operate, setting goals, being clear about whether we really want to achieve them and planning how to, is probably the only way to change a habit.

Take small steps

- **Be clear about what you want and/or where you are going.**
- **Know why it is important to you.**
- Focus on what you can **control** and set goals in those areas
- Make your goals **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.
- Think Positive!

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] – what's in it for me and is it worth the effort?

Problems I might face.	How I might deal with them

Action Plan for Achievement

Specific action steps

Dates

	Target	Review	Achieved
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Tracking Method:

How I plan to celebrate when I've achieved the goal
