

# 7 STEPS OF GOAL SETTING



The Chinese say that the journey of a thousand leagues begins with a single step. Commit yourself to take these goal-setting steps NOW!

## 1 IDENTIFY YOUR GOAL

Each goal needs to be clearly identified using specific, measurable language, if possible. The clearer your written goal, the better chance you have of achieving it.



## 2 THE BENEFITS OF THE GOAL

The more benefits you can list while you are excited about your goal the better. This is the list you will use to motivate yourself when you get tired of working on the goal and need inspiration.



## 3 MAJOR OBSTACLES TO REACHING YOUR GOAL

If you list everything that is standing between you and your goal, then you can plan how to overcome it.



## 4 SKILLS OR KNOWLEDGE NEEDED

List what you need to know (learn to budget, better time management, productive study habits, etc.) to accomplish this goal.



## 5 INDIVIDUALS OR GROUPS TO WORK WITH TO REACH THIS GOAL

Who needs to help you? Who will support you and cheer you on? List your "team."



## 6 PLAN OF ACTION

A crucial step in achieving your goal is to break the big goal down into action steps.

- How will you overcome the obstacles you listed in step#3?
- How will you acquire the skills listed in step#4?
- How will you get the people involved in step#5?
- What is the first step you need to take?

Time spent here will save you in execution.



## 7 COMPLETION DATE

You need to set a specific date you wish to complete your goal. It is OK to adjust the deadline as you get closer, but you always want to have a deadline you are striving for.

