

Goal Setting
Smart Goals

How we set goals

- Most people make plans and resolutions without ever knowing what they are doing
- Most of the time, these plans and resolutions fail
- We tend to set goals either too vaguely or unrealistically

example

- What is wrong with the typical New Years resolution:
- "I want to lose weight"?
- How much weight do you want to lose?
- How long do you have to lose the weight?
- How do you plan to lose the weight?

Smart Goals

- Setting goals is more than making vague statements like, "I will find a new job" or "I will increase my business."
- It means creating a written plan that includes reasonable and measurable long-term and short-term objectives.
- It means setting SMART goals.

- Lots of coaches and consultants use the SMART acronym to explain goal setting.
- Each one uses a slightly different set of criteria.
- In this case, SMART refers to goals that are:
- **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime Bound.

Specific:

- Goals need to be something specific.
- Often we set goals that are so loose, it's nearly impossible to judge whether we hit them or not.
- For example, a statement like "I will lose weight" is too vague.
- How will you know if and when you've reached your goal?

- Saying, " I will lose five pounds this month" is more specific.
- At the end of the month it will be a simple matter of weights and measures: take your measurements and get on the scale.

Measurable:

- Goals need to be measurable.
- For example, many of us want to increase our number of contacts.
- But, "making new contacts" is an ambiguous statement.

- A clearer objective is "I will attend four networking events each month and try to connect with one person at each."
- It's a simple, concrete goal.
- This makes it easy to see if you hit your target.

Achievable:

- Goals need to be reasonable and achievable.
- Nearly everyone has tried to drop a few pounds at one time or another.
- Often their success or failure depends on setting practical goals.

- Losing 15 pounds in 30 days is unrealistic (unless you're planning a medical procedure).
- Losing six to eight pounds in 30 days is reasonable.
- Don't set yourself up for failure by setting goals that are out of reach.

Realistic:

- Goals need to be realistic. When we're kids we think we can do anything.
- As adults we learn that while we can have a lot, we can't have it all at the same time.
- It's important to honestly evaluate yourself.

- Do you have the ability and commitment to make your dream come true?
- Or does it need a little adjustment?
- For example, you may love to play tennis, but do you have the time, talent and commitment to become a pro?
- Be honest.

- Time Bound:**
- Goals need to have a time frame.
 - Having a set amount of time will give your goals structure.
 - For example, many of us want to find a new job or start their own business.
 - Some people spend a lot of time talking about what they want to do, someday.

- But, without an end date there is no sense of urgency, no reason to take any action today.
- Having a specific time frame gives you the impetus to get started.
- It also helps you monitor your progress.

- **Setting goals is more than deciding what you want to do.**
- **It involves figuring out what you need to do to get where you want to go.**
- **And how long it will take you to get there.**

- **Now you know the fundamentals of goal setting.**
- **Keep the SMART acronym in mind to help you remember the basics.**
- **The next step is translating this process to fit your needs.**

- **Get started today by determining what you want.**
- **Once you know what you want you're ready to create your goals.**
- **Start with your long-term objectives.**
- **These are things you want to accomplish by the end of the year.**

- Next, establish short-term goals.
- These include monthly, weekly and even daily targets that will move you toward your long-term objectives.

- Be careful not to push yourself to hard or too fast.
- While successful people know you have to stretch your talents to grow, they also know it's important to set reasonable goals.
- Always be your own best friend.
- Never set yourself up for failure.

- The first step to success is knowing where you want to go.
- The second step is having a plan to get there.
- Your goals are your road map.
- Follow them and you'll be well on your way.

Assignment

- Write a 250-300 word essay, approximately 1 page, on one short term goal and one long term goal that come from the following categories: academic (college or classes such as math) /sports /drama /fine arts /career or job related

- These goals should follow the S.M.A.R.T. goal format and be written in essay form. This includes an introduction, body, and conclusion.
- Introduction
- Goal #1
- Goal #2
- conclusion
