



Tips for Setting Goals

Goal setting is a muscle you build that takes practice; you will get good at it over time.

- Goals should be sharp, clear, measurable and distinct. If you were a fly on the wall, what would you see?
- Write goals in whole, complete sentences not bullets.
- State your goals in the present or past tense.
- Do not plan when goal setting. Write plans after goals are set.
- Goals should feel loftier the farther they are in the future. Always start as far into the future as possible and move backward, i.e., 5 yr goals, 3 yr goals, 1 yr goals and 6-month goals.
- Share your goals with **like-minded** people and use some discernment; not everyone belongs in your inner circle.
- Consider the following when writing your goals:
 1. What are the three business areas you want to focus on this year?
 2. What are your strengths in your career or business?
 3. What are your weaknesses in your career or in business?
 4. What are you powerless to impact in your career or business?
 5. What would you change, if you could, about your career or business?
 6. What have you accomplished in the last year?
 7. What were your failures?
 8. What do you need to put in the past to be effective this year?
 9. Who can you count on to support you in your goals?