

Setting Goals



1. Keep them few in number.

Productivity studies show that you really can't focus on more than 5–7 items at any one time.

Having too many goals recipe for losing focus and accomplishing very little. Instead, focus on a handful of goals that you can repeat almost from memory.

2. Make them “smart.”

- ***Specific***—your goals should be as specific as possible and answer the questions: **What** is your goal? **How** often or how much? **Where** will it take place?
- ***Measurable***— If possible, try to quantify the result. You want to know absolutely, positively whether or not you hit the goal. **Hold yourself accountable.**
- ***Action Oriented***—What steps will you take to achieve this goal?

2. Make them “smart.”

- **Realistic**— Is your goal **achievable**? Is your **timeframe** realistic?
- **Time-bound**—every goal needs a date associated with it. When do you plan to deliver on that goal. It could be by year-end (December 31) or it could be more near-term (September 30). A goal without a date is just a dream. Make sure that every goal ends with a *by when* date.

- ③ **3. Write them down.** This is critical. There is a huge power in writing your goals down even if you never develop an action plan or do anything else. When you write something down, you are stating your intention and setting things in motion.
- ④ **4. Review them frequently.** While writing your goals down is a powerful exercise in itself, the real juice is in reviewing them on a regular basis. The key is to let them inspire and populate your daily task list.
- ⑤ **5. Share them selectively.** Only share your goals with people who are committed to helping you achieve them .(e.g., your mentor, close friend, etc.)

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- The practice of goal-setting is not just helpful; it is a prerequisite for happiness. Psychologists tell us that people who make consistent progress toward meaningful goals live happier more satisfied lives than those who don't.