The Golden Rules of Goal Setting

• Start with the big picture. What do you want to accomplish in the next ten years?

• Set goals that motivate you. Why is your goal important to you?

• Establish SMART goals.
  ▪ Specific
  ▪ Measureable
  ▪ Attainable
  ▪ Relevant
  ▪ Time-bound

• Use positive language to state goals.

• Focus on performance goals rather than outcome goals.

• Write your goals down and share them with others.

• Keep operational goals manageable and precise.

• Be realistic.

• Develop an action plan and follow-through.

• Reward yourself for your accomplishments.