

Reaching Your Goals Fact Sheet

Goals are...

Accomplishments we want to achieve in the future.

How to Make a Goal

A good goal can be measured or checked. It has three parts:

1. Action - how you will do something.
2. Results - what you are going to do.
3. Timetable - when you are going to do it.



For example, "I want to bake two new kinds of cookies by the summer."

- I want to **bake** is the action portion of the goal.
- What you intend to do is the result: I want to bake **two new kinds of cookies** by the summer.
- The timetable is the amount of time it will take to complete the goal: I want to bake two new kinds of cookies **by the summer**.

Control Test

- Do you have control over the goal you have identified? Does the action part of your goal tell what you will do? If the action mentioned in the goal is what someone else will do, it does not pass the control test and the goal should be revised.

Goal Setting Brainstorming Questions

- What are some things I really like to spend my time doing?
- How good am I already at these things? How much do I know about this already?
- Are there completely new things I want to learn to do?

Why Set Goals

- Having a goal is like having a road map. If you don't know where you are going, you will end up somewhere you do not want to be.

