



SEVEN STEPS TO GOAL SETTING

1. Clearly define your goals (What do you want to accomplish this year?)

2. Write them down!

3. Set deadlines for each!

4. Make a list of everything that needs to happen to achieve the goal

5. Organize the list into a plan! (By priority and sequence)

6. Take immediate ACTION on your plan!

7. Commit to do something every day to bring you closer to your goal!

“To Do List” Item Check List

- Will it help me reach some important goal in my life?
- Does it have a deadline? A REAL deadline?
- Is it an *order* from above (from a boss/supervisor)?
- Will doing it advance my career or *not doing it* hurt my career?
- Will it help improve my knowledge and fulfill my potential?
- Is it important to someone I really care about?
- Will it matter a year from now?
- Will it really matter if I don't do it?

If the answer to any of these questions is not YES, it may not deserve top priority or deserve to even be on the list.

Personal

List three goals relating to character development, intellectual growth, and practical living.

1. _____

2. _____

3. _____

Health

List three goals relating to exercise, diet, and your overall health and well-being.

1. _____

2. _____

3. _____

Recreation

List three goals relating to relaxation, leisure activities, and vacation planning.

1. _____

2. _____

3. _____

Family

List three goals relating to your relationship with your spouse, children, parents, or other relatives.

1. _____

2. _____

3. _____

Friendship

List three goals relating to maintaining your circle of friends, and enriching existing relationships.

1. _____

2. _____

3. _____

Community

List three goals relating to your commitment to serving others through your time, talent, and dedication.

1. _____

2. _____

3. _____

Career

List three goals relating to skill development, networking, and future ambitions.

1. _____

2. _____

3. _____

Financial

List three goals relating to income growth, savings, investments, retirement, and budget planning.

1. _____

2. _____

3. _____

Household

List three goals relating to household improvements, security, and general maintenance.

1. _____

2. _____

3. _____

Spiritual

List three goals relating to your faith, spiritual growth, and strengthening of your beliefs.

1. _____

2. _____

3. _____

Rewards List

Determine the rewards that correspond to your defined goals. These will serve as fuel, motivating you to stay focused on your goals. List a reward for each of the ten life categories.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____