

Skill #8

Goal Setting

Think back to the good feelings you felt when you successfully met one of your goals.

Goal setting is important because it has been found to:

1. Help re-establish a normal, daily routine.
2. Help set priorities when there are many demands on your time and energy.
3. Help you accomplish tasks that are important to you.

Goal setting can be done in 2 ways. Some like to set very small goals, and others prefer big goals. Whichever you prefer, breaking your goals into manageable pieces is the way to make them happen.

The guidelines for goal setting are:

- Your goal must be do-able in the time frame you have allotted.
- It must be important to you.
- It must help you on your way to accomplishing what is important to you.

Write a goal you have for today:

If it seems difficult to think of an important goal for yourself, it helps to ask, "Given that I don't always get what I want, what would I be willing to settle for?"

At same time we must ask ourselves... what is really important to me?

Once determined, we can then focus our attention on what really matters. This activity can reduce worry, support greater peace of mind and better relationships, and help with goal setting.

Think about your ideas. Remember that this list will change over time.

MY LIST of things I value most.

When you find yourself worrying about something, ask yourself, "Is it on **MY LIST**?". If not, let it go.

Successful Goals Are:

- Important to you
- Realistic / Achievable
- Specific
- Written
- Measurable
- Activity based
- Time framed
- Demanding

The Advantages of Goal Setting

- Helps to establish a normal daily schedule.
- Helps to prioritize at a time when there may be many demands.
- Is a realistic means of accomplishing tasks that are important to you.
- Clears thinking on a day to day basis.
- Increases self-esteem and self-confidence through a sense of accomplishment.
- Reaffirms the future.
- Gives meaning and purpose to life.
- Encourages better use of the imagination.

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List your Goals below : *Start at the top or the bottom of the list!*

Lifetime Goals:

One Year Goals:

3 Month Goals:

Tomorrow Goals:

Today Goals:

You may choose to set a priority beside each of your goals: 1 for most important, 2 for next most important, and so on.

What do you expect you might do to sabotage your attempts to reach your goals?
Just knowing what that may be can help to prevent it!

S U M M A R Y

Skill # 8 *Goal Setting*

1. Goal setting helps you to _____.
2. Goals can be short or _____ term.

My notes: