

CURRENTLY

Activities defining me:

Amount I think I study
now:

Current employment:

I've been involved in
these activities in the
past (civic, social,
etc.)

Skill I possess:

GAP

IN THE FUTURE

Should define me:

Amount I should
study:

Career I'd like:

Activities I should
involve myself in:

Skill I should possess:

GOAL PLANNING

- **Scan Current Situation**

“SWOT”

Strengths

WEAKNESSES

OPPORTUNITIES

THREATS

- **Needs**

“TAIL”

TIGHTENING

ADDITIONS

INVESTMENTS

LIABILITIES

- **Visioning**

“HOTL”

HOW

OUR

TOMORROWS

LOOK

- **Directives**

“FIN”

FIX

IT

NOW

GOAL SETTING IS

SMART

- **SPECIFIC**
- **MEASURABLE**
- **AGREED UPON**
- **REALISTIC**
- **TIME-
SCHEDULED**

PERSONAL GOAL SETTING

FOUR WAYS TO FOLLOW THROUGH

1. Meaningful: 5 or Less

- ❖ Make a few count: 5 are good, 3 are better!!!
- ❖ Too many goals mean none get done
- ❖ Helpful: Divide numerous goals in to short and long-term or continuous and innovative

2. It's a ONE PERSON Job!

- ❖ You must serve as your own “goalie”

3. Posted, Stated, and Frequently Evaluated!

- ❖ Put up your goals so you can see them
- ❖ Share them with others and CLEARLY articulate them
- ❖ Evaluate them quarterly or more

4. Plan, Record, and Move ‘em ON!

- ❖ Do what you're doing now – plan goals
- ❖ Write them down
- ❖ Accomplish, revise and move on