

Pondering Point

Selecting and writing down personally meaningful goals is an important part of achieving them. Without a clear picture of your goals, the path to accomplishing them becomes much more difficult.

Well-stated goals aid in prioritizing your time, attention, and energy in the most effective ways and contribute to your success in those areas which are most important to you.

Do you set priorities and follow them?

What is one goal you can set today to follow all week?

What is one item you can pull OFF your "to do list" today?

Imagine... having time left over at the end of the day – for yourself!

— From Pondering to Practice —

Self Reflection Assessment

Use this quiz to put your goal-setting priorities into perspective. It may also give you a few ideas to make setting and sticking to goals a little easier. If you don't like what you circled, make a plan to change it. Use the activity to the right to help you.

I keep a written set of goals (short & long-term) for my work, social, & personal life.

Never/Rarely – Sometimes – Often – Almost Always

I have a clear idea of what I want to accomplish within my lifetime.

Never/Rarely – Sometimes – Often – Almost Always

I know specifically what I want to do with my career.

Never/Rarely – Sometimes – Often – Almost Always

When I set a goal, I make it specific, measurable, attainable, relevant, and include a time frame for completing it.

Never/Rarely – Sometimes – Often – Almost Always

I write goals in a positive format – focusing on what I can and will do, not on what I should avoid doing.

Never/Rarely – Sometimes – Often – Almost Always

I take major goals and divide them into smaller goals which I focus on as my short term goals.

Never/Rarely – Sometimes – Often – Almost Always

I set goals, revisit them often and monitor my progress towards them on a consistent basis.

Never/Rarely – Sometimes – Often – Almost Always

I keep a daily "to do list" for key tasks and check off those I accomplish.

Never/Rarely – Sometimes – Often – Almost Always

I adjust my actions as necessary to keep on track with my goals.

Never/Rarely – Sometimes – Often – Almost Always

I keep records of my goals and reward myself appropriately when I achieve them.

Never/Rarely – Sometimes – Often – Almost Always

Of people who consciously decide to set a goal, 25% achieve their goal.

Of people who decide when they will do it, 40% achieve their goal.

Of people who plan how they will do it, 50% achieve their goal.

Of people who commit to someone else they will do it, 65% achieve their goal.

– The American Society for Training and Development (ASTD)

Activity

Keep in mind the statistics above when you think of something you want to achieve. Now, follow our *Seven Steps to Long Term Goal Setting* to ensure that your goals are realistic and measurable!

Of people who consciously decide to set a goal, 25% achieve their goal.

#1 - Identify a Goal. Write it down and be specific, the more details the better.

Of people who decide when they will do it, 40% achieve their goal.

#2 - Set a Deadline. Be honest with yourself. Create a date that is reasonable and attainable.

Of people who plan how they will do it, 50% achieve their goal.

#3 - List Obstacles & Leverage Strengths. List your potential roadblocks and identify the strengths you bring to the table, as well as the talents of others around you to overcome them.

#4 - Identify Collaboration Opportunities. Who can help you to achieve this goal?

#5 - Create a Plan. Put together a step-by-step strategy on how you plan to meet the goal and give each step its own due date.

#6 - List Any Resources Needed. Find out what skills you already have, then figure out how to fill in the gaps for the skills you need to improve.

Of people who commit to someone else they will do it, 65% achieve their goal.

#7 - Stay Motivated! Allow someone else to hold you accountable for completing your goals. Have them inquire about your progress along the way. This will help you celebrate the small successes as they are achieved as well as encourage you to share the final finished picture with someone else.