

# Set Your Goals Tip Sheet

<b>S</b>	<b>SET SMART GOALS</b> Make your goals SMART: Specific, Measurable, Actionable, Realistic and Timebound.
<b>E</b>	<b>EXCITEMENT!</b> Big, exciting goals are often easier to achieve because they are more inspiring to work towards.
<b>T</b>	<b>TAKE ACTION REGULARLY</b> Gain momentum and achieve goals more easily through regular action, however small.

<b>Y</b>	<b>YOUR PLAN</b> Chunk your goals down into stages, identify the steps along the way, then work your plan.
<b>O</b>	<b>OUTSIDE THE BOX</b> Keep an open mind and be prepared to achieve your goals in ways you may not expect.
<b>U</b>	<b>UNDERSTAND WHY YOU WANT YOUR GOAL</b> Your “Why” will keep you going when your enthusiasm wanes or you have a difficult step to take.
<b>R</b>	<b>REACH OUT</b> Who will help you achieve your goals? Identify your support system. Ask for help!

<b>G</b>	<b>GO FOR IT</b> No more procrastination. Stop putting things off and go for it.
<b>O</b>	<b>OBSTACLES</b> List your obstacles whether it is you or something or someone else. You can do something about them.
<b>A</b>	<b>AUTHENTICITY</b> For goals that feel good and are easier to achieve, make sure they are aligned or consistent with who you are.
<b>L</b>	<b>LEARN TO PRIORITIZE</b> Most of us have more to do than available time. Ask yourself, “What matters the most” and work on that first.
<b>S</b>	<b>STAY FOCUSED</b> Determination and perseverance are more important to your goals than skills or ability. Stay focused and you will succeed!