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fascinating facts

Goal setting and action planning

Create goals to ensure that your life is moving in the direction you intend. Developing goals can assist in improving performance, increasing motivation and developing self-confidence.

1 Set goals to give your life direction

Setting goals can help you choose where you want to go and what you want to accomplish in the future.

2 Ensure your goals are SMART

SMART goals are specific, measurable, attainable, relevant and timely. They specify what you are going to do, allow you to measure your progress, are reachable with hard work, are meaningful to you and have a deadline.

3 Create an action plan

A goal is not a goal unless you take action. Taking action is the difference between a goal and a dream.

4 Break goals down

Breaking goals down into smaller action steps will make them easier to achieve.

5 Develop a timeline and schedule

Allow yourself a little extra time before deadlines are due in case it takes longer to complete than expected. Make sure to include your timeline on your calendar.

6 Identify supports

Everyone needs support at some point or another. If you never ask for help, you will certainly accomplish less.

7 Track progress and review action plan

Tracking your progress can provide you with the encouragement and structure to work towards your goals. Modify steps to reflect your changing priorities and experiences.

