

People Biz, Inc.

TIPS FOR SETTING GOALS

Goal setting is a muscle you build that takes practice; you will get better at it over time.

- Focus on your goals being sharp, clear, measurable and distinct. If a stranger were to see your goal would they understand exactly what you want to create?
- Write goals in whole, complete sentences, not bullets.
- State your goals in the present or past tense, not in the future tense.
- Do not plan when goal setting. Write plans after goals are set.
- Goals will feel loftier, the farther they are in the future. Always start as far into the future as possible and move backward (i.e., 5 year goals, 3 year goals, 1 year goals and 6-month goals).
- Share your goals with **like-minded** people and use some discernment; not everyone belongs in your inner circle. Sharing your goals supports the “experience” you want to have by achieving the goal.
- Look at your goals often, and derive your daily actions from them.
- Goal setting is about whom you are going to be **today** and what you will do **today**.

Consider the following before writing your goals:

- What are the three business areas you want to focus on this year?
- What are your strengths in your career or business?
- What are your weaknesses in your career or business?
- What are you powerless to impact in your career or business?
- What would you change, if you could, about your career or business?
- What have you accomplished in the last year?
- What strengths supported your accomplishments?
- What are your challenges?
- What could you learn about yourself from past challenges?
- What is it time to put in the past to be effective this year?
- Whom can you count on to support you in your goals?