

Guidelines for Setting Goals

Balance Your Goals- Set Goals For All Areas Of Your Life

Prioritize- Not Everything Can Be Done At Once

Set Positive Goals-What You Can Do Rather Than What You Can't

Be Specific-Be as Specific As You Can

Be Measurable- Add Metrics Where You Can

Valuable- Know the reasons Why This Goal Is Important To You

Achievable- Challenging, but Achievable

Benchmarks and Timelines-Schedule for Accomplishment

Write Your Goals Down- Then You Own Them

Update Your Goals