



ANNUAL GOAL SETTING **SETTING GOALS & REACHING THEM**

Annual goals are a great way to re-align your life every 12 months to make sure you are on track for achieving the life you want. Here's how to set goals in such a way that you can reach them.

Setting Priorities

- The first step is to decide what is most important.
- Make a list of what really matters to you. You may want to focus this on a particular area. If you are looking at overall life goals, then you should use the form "*Seven LifeGoals for Life Success*" downloadable from HighPowerResources.com, Coaching section.
- Choose an area of focus: work, family, personal development
- Focus Area _____

- What is most important to me in this area:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Rephrase these top priorities into complete goal statements. These become your target goals for this year. Use the SMART goal-setting method to make really great goals.



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Developing SMART Goals:

S - SPECIFIC

A goal needs to be very specific, and not general. *"I will lose weight"* is better than *"I will improve my looks."*

M - MEASURABLE

A goal needs to have clear & quantifiable results so that you can know if you achieved the goal or not. *"I will lose 20 lbs."* is better than *"I will lose weight."*

A - ACHIEVABLE

A goal needs to be achievable, as psychologists tell us that wins reinforce future wins. The goal needs to be small enough to be achievable, but large enough to be meaningful. *"I will lose 10 lbs"* might be a better way to start than *"I will lose 20 lbs."*

R - RELEVANT

A goal needs to be relevant, or meaningful, to you in your life situation. This answers the question of "Why?" *"I will lose 10 lbs, so I can lower my risk of heart disease"* is a more powerful goal than simply *"I will lose 10 lbs"*, because it warns of possible consequences in not achieving the goal, making it very relevant.

T - TIME-SPECIFIC

A goal needs to be time-specific in that a deadline for achievement needs to be set. *"I will lose 10 lbs. by June 1st, so I can lower my risk of heart disease, (and look good in a swim suit)"* is a SMART goal.



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My Goals for the New Year

You may want to limit this list to only two or three top goals for the year. More than five will make it difficult to retain focus on your goals and really achieve them with excellence. Write these goals out in the SMART format from above.

1. _____

Is this goal SMART? S M A R T

2. _____

Is this goal SMART? S M A R T

3. _____

Is this goal SMART? S M A R T

4. _____

Is this goal SMART? S M A R T

5. _____

Is this goal SMART? S M A R T



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Action Items

Goals are not achieved when they are not broken down into clear & specific action items. Each goal will need a series of coordinated actions to achieve the result. You can jump start the process and maximize your success by itemizing a few of those key actions you will take for each Goal.

Goal #1 _____

- Action _____
- Action _____
- Action _____
- Action _____

Goal #2 _____

- Action _____
- Action _____
- Action _____
- Action _____

Goal #3 _____

- Action _____
- Action _____
- Action _____
- Action _____

Goal #4 _____

- Action _____
- Action _____
- Action _____
- Action _____

Goal #5 _____

- Action _____
- Action _____
- Action _____
- Action _____



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Final Step

Now that you have written out your annual goals in the SMART format, and selected specific actions to help accomplish those goals, all you need to do now is achieve them! You will do this by regular review of your goals, on either a weekly or monthly basis. But even if you never review them for the entire year, studies have proven that those who write out their goals (even if they never look at them again) achieve more than those who do not write out their goals. But to maximize your efforts, you may want to schedule a couple hours each month to review your progress so far on your goals. This will help you achieve maximum results.

Goal Review Dates

(check off when the goals have been reviewed)

- January
- February
- March
- April
- May
- June (use the *"MidCourse Evaluation"* tool from HighPower Resources here)
- July
- August
- September
- October
- November
- December