

FOUR STEPS TO SETTING GOALS (Individual)

STEP #1: DEFINE THE GOAL.

Keeping the guidelines for goal setting in mind, write one of YOUR goals.

GOAL:

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STEP #2: OUTLINE THE STEPS YOU MUST TAKE TO ACHIEVE YOUR GOAL.

STEPS:

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STEP #3: CONSIDER THE POSSIBLE BLOCKS THAT WOULD PREVENT YOU FROM REACHING YOUR GOAL. THEN, THINK OF APPROPRIATE WAYS TO DEAL WITH THEM.

Blocks and ways to deal with them:

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STEP #4: SET A DEADLINE (A DATE YOU CAN ACCOMPLISH IT).

Date: