

SETTING GOALS

Knowing Where You Want to Go and Getting There

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Action Planning

Vision

- Where are you today?
- Where to you want to be?

Objectives

- What skills, abilities, opportunities, behaviors do you need to get there?

Strategy

- How can you achieve these objectives?

SMART Actions

- What actions will you take?
- Are they specific, measurable, attainable, realistic, timely?

Accountability

- How will you hold yourself accountable?

Vision

- ❏ What do you want to be different (i.e. change add, or stop)?
- ❏ What does your target look like?
- ❏ Where are you today?



Objectives

- ↳ What skills, abilities, opportunities, and/or behaviors do you need to add?
- ↳ What gaps are holding you back?

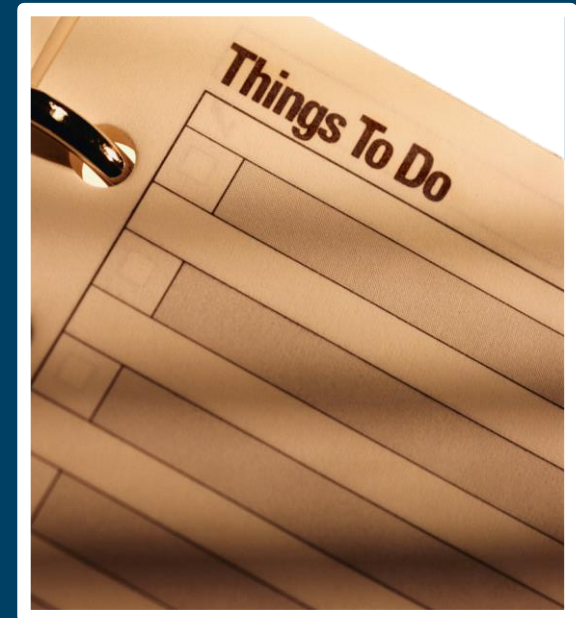
Strategies

- ↳ How can you achieve these objectives?
- ↳ What resources can you draw on?
- ↳ What strengths and/or previous accomplishments can you build on to get there?
- ↳ What obstacles might you encounter? What can you do to address these obstacles?



Actions

- ↳ Identify specific actions you will take to support your target goal.
- ↳ Identify next step(s) for these goals, if applicable.



SMART Goals -Turning your goals into action

- ☞ **Specific** · What will you do? · How will you do it? · What will it look like when you have achieved it?
- ☞ **Measurable** · How often? · How much? · How many? · How will you know when your goal is accomplished?
- ☞ **Attainable** · Not too easy, but not too hard · Achievement depends on you, not someone else · What challenges or obstacles will you need to address?
- ☞ **Relevant** · Does this goal support your overall objectives, strategies and vision? · Is this important enough to let go of other activities and priorities?
- ☞ **Timely** · Set a time for goal attainment · Set a start time · Set an end time.

Accountability

- ❏ What practices can you put in place to ensure you are progressing towards your goals?
- ❏ Who can support you?
- ❏ What can support you?