# Goal setting

## What are goals?

* Goals describe the steps you will take to achieve what you plan to do.
* Goals help you break tasks down into bite-sized chunks.
* Goals are about achieving specific outcomes.
* Goals can be short-, medium- or long-term.

## Checklist for achieving your goals

**Use positive language**

* Be specific about what you want.
* Focus on what you want, not what you do not want!

**Know your starting point and where you want to end up**

* Where are you now?
* Where do you want to be?
* For example – I know little about how to use Excel spreadsheets. I want to be able to create simple spreadsheets that can manage my monthly incomings and outgoings, so I am in control of my money.

**Do you know what success looks like?**

* How will you know when you have achieved your goal?
* How will you measure your success?

**Think about what support you might need to achieve your goal**

* What resources do I have now?
* What resources do I need to get my outcome?
* Who can help me?
* How will they help me?
* What can I do for myself?
* How will I do this?

**Set timescales for achieving your goal**

* When will you do it?
* How long will it take you?
* How much time do you need to devote to achieving your goal?

**Think about how achieving the goal fits in your life and your life goals**

* What will achieving it allow me to do?
* Is this good for me to do?
* Why is this important to me?

## SMART goals

* **Specific** Be clear and detailed about what you want to achieve.
* **Measurable** Make sure you can track your progress.
* **Attainable** Make sure your goal can be achieved.
* **Realistic** Be sure about your abilities and what you can do.
* **Time bound** Set yourself a deadline to achieve your goals.