

# TIPS FOR SUCCESSFUL GOAL SETTING

- (1) Think about your life and what you would like to be different. Specify exactly what you would like to change. If you are feeling happier in 6-12 months time, what will you be doing then that is different to what you are doing now?
- (2) Write down exactly what you would like to achieve. Be as **specific** as possible. People who set specific goals are much more likely to succeed than those who set vague goals.
- (3) Record your goals in **positive terms**. Instead of stating your goal as "To stop sleeping in", rephrase it by saying: "My goal is to get up by 8.00 am every morning".
- (4) Make sure your goals are **realistic and achievable**. If you set goals that are unrealistic then you might just find you're more likely to fail and to be disappointed. To ensure you're realistic you may need to consider your financial situation, time availability, emotional resources or other circumstances in life.
- (5) Divide you goal list up into "**short-term**" goals and "**long-term**" goals. Be realistic about how long it might take to achieve your goals. Often, a number of short-term goals need to be completed in order to achieve longer term goals. You can think of these as the rungs you need to climb to reach the top of a ladder. Where possible, **set specific dates** for completion of each goal.
- (6) **Break down each goal into steps**. For example, if the goal is to find a new job, consider what steps you would have to take to achieve this. You might have to prepare a resume (or update an old one), speak with an employment consultant, look in the newspaper, and so on. Once again, set a date for the completion of each step.
- (7) When you achieve each step or the goal itself, **acknowledge it by rewarding yourself**. It is important to recognise your achievements. Each step you take is an achievement, and indicates that you are on your way to achieving your goals.