

Golden Rules of Goal Setting

Directions: Listen and take notes in the spaces.

Lifetime Goals: Think about what you want to achieve in these categories:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

The Five Golden Rules

Rule #1: _____ that _____

Rule #2: Set SMART Goals

- S = _____ = *must be* _____ (W....., W....., H.....)
- M = _____ = *include precise* _____
- A = _____ = *make sure it's* _____
- R = _____ = *you can* _____
- T = _____ = *have a d* _____ (end point)

Rule #3: Set Goals in _____

Rule #4: Make an _____

Rule #5: _____

Achieving Goals

- take the time to _____
- _____ reward yourself appropriately
- helps build _____

SMART Goal Assignment

Purpose: To identify an area of improvement, a goal, and the specific steps and timeline necessary for implementation.

Instructions: For this assignment, create a SMART goal related to improving your English, getting a job, or gaining or improving some other skill. Complete this form to develop an action plan for applying a SMART goal to any area of your life target for improvement or change: career, employment, education, family, physical, financial, personal, etc.

SMART Goal:	Steps:	Timeline:
	1.	1.
	2.	2.
	3.	3.
	4.	4.
	5.	5.