

## Goal Setting

Goal setting is a powerful process for thinking about your ideal future, and for motivating yourself to turn your vision of this future into reality.

The process of setting goals helps you choose where you want to go in life. By knowing precisely what you want to achieve, you know where you have to concentrate your efforts. You will also quickly spot the distractions that can easily lead you astray.

Top-level athletes, successful businesspeople and achievers in all fields all set goals. Setting goals gives you long-term vision and short-term **motivation** . It focuses your acquisition of knowledge, and helps you to organise your time and your resources so that you can make the most of your life.

By setting sharp, clearly defined goals, you can measure and take pride in the achievement of those goals, and you will see forward progress in what might previously have seemed a long pointless grind. You will also raise your **self-confidence** , as you recognise your own ability and competence in achieving the goals that you have set.

Using the **Goal Breakdown** worksheet, you will learn how to break your goals into smaller and more manageable tasks. The first page includes an example and tips for doing this effectively. The second page is a template for you to apply what you have learned to your own goals.

The **Building New Habits: Tips Sheet** provides practical guidance for creating and maintaining new habits. The **Setting Life Goals** worksheet is great for building motivation and gives you an opportunity to think about the most important areas of your lives (family, friends, work/school, spirituality, body, and mental health) that you are happy with, and what you would like to improve.

### Resources:

*My Goals*

*Building New Goals*

*Goal Breakdown*

*Goal Exploration*

*Goal Sheet*

*Setting Life Goals*

*Goal Planning*

*My own SMART goal*

*SMART Goals*

### **Personal Goal Setting**

<https://www.mindtools.com/page6.html>

### **The Benefits of Goal Setting**

<https://thepeakperformancecenter.com/development-series/skill-builder/personal-effectiveness/goal-setting/benefits-of-goal-setting/>