
Goal-Setting Guidelines

1. Determine what is important to you, that is, what your values are.
2. Decide what you want in terms of a career, and make sure that this is in line with your values. This is your long-term goal.
3. List the benefits or rewards you will receive when you reach your goal. This will help to motivate you along the way.
4. Determine the steps you need to take to get to your long-term goal(s). These are your short-term goals.
5. Set deadlines for and ways to measure your short-term goals. This way you will know when you achieve them and can celebrate your successes.
6. Determine which goals should be achieved first, and focus on them.
7. Write your goals down. This way you can read them over frequently to remind yourself of your short- and long-term goals and the benefits of achieving them.