

## Planning A Set Of Goals

1. Take each goal and ask yourselves the following questions about it.

Try to answer each question as objectively as you can by circling one number.

	Definitely ←————→ Definitely Not Yes				
1. Does it set a specific target?	0	1	2	3	4
2. Is it independent of other people?	0	1	2	3	4
3. Is it measurable?	0	1	2	3	4
4. Can you realistically expect to achieve it in the time available?	0	1	2	3	4
5. Will you be excited and satisfied when you achieve it?	0	1	2	3	4

If you score more than 15, the aim or goal is a good one; less than 10 means you ought to rephrase your goal or choose another one.

### **Evaluation of goal achievement**

1. At the end of each week, evaluate goals achieved over the week, reconsider goals for the month, and adjust them if necessary.
2. At the end of each month, evaluate goals achieved over the month, reconsider aims for the year and adjust them if necessary.
3. At the end of each year, evaluate your progress over the whole year, and establish new aims for the next year.