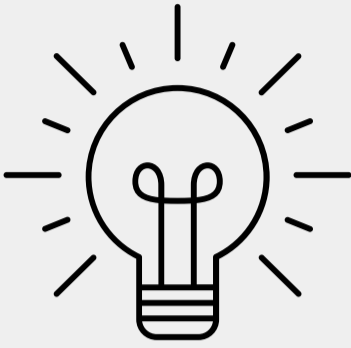


SIMPLE STEPS FOR GOAL SETTING

Making the most of your goals



1 MAKE THEM SMART

Your goals should be SMART, meaning:

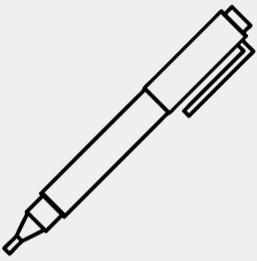
S - Specific

M - Measurable

A - Attainable

R - Relevant

T - Time-bound



2 WRITE THEM DOWN

Write down your goals to clarify and strengthen your intentions. This may help you remember them if they are physically in front of you to remind you.



3 BREAK IT DOWN

Break down your goals into small and manageable steps or a checklist to overcome overwhelm. You may find this easier to take on.



4 BE ACCOUNTABLE

If you find it hard to remain accountable for your goals try asking a friend, colleague or family member to be your accountability partner. They can help keep you on track. This way you have someone to report your progress to and you will feel more inclined to focus and work on your goals.



5 REWARD YOURSELF

Rewarding yourself when you complete your goals or small manageable tasks will help to reinforce the positive actions you've taken. This will make it easier for you to do again as your brain will associate goals with positive emotions.