

10 STEPS TO EFFECTIVE GOAL SETTING

1	What is your goal, and when do you expect to achieve it?	
2	What is the benefit or value you will gain from achieving this goal?	
3	What pain will you endure if you do not achieve this goal?	
4	What are the major obstacles to overcome and potential rationalisations?	
5	What knowledge or skills do you need to acquire to achieve this goal?	
6	What habits or activities do you need to change, eliminate, or curtail to free up time for attaining this goal?	
7	Who are the people you need to work with effectively?	
8	What are the key milestones and dates?	
9	How will you measure your progress?	
10	How will you confirm your commitment?	