How to set goals and achieve them

Goals: what are they, and what aren't they?

Before setting goals, you need to know what a goal is.

A goal is something you want to achieve. It's the desired result that you, or a group of people, plan and commit to achieving.

Why set goals

- **It gives a sense of direction**
- **It helps to see the bigger picture**
- **It provides motivation**
- **It gives you greater control of your future**

Types of goals

Short Term Goals

Goals you can achieve in a short period of time.

Long Term Goals

Goals that are more far-reaching because these goals take longer to achieve.

"
Managing goals can give returns in all areas of personal life.
"

How to set realistic goals at work and in life?

- **Consider your passions**
- **Set goals you can control**
- **Imagine your future**

WHAT MAKES GOALS
Unrealistic

UNTIMELY

Sometimes our goals don't align with the timing in our lives. It can coincide with other issues.

RESOURCES

Maybe we set goals that require too many resources that we are not able to fund or sustain them anymore.

GENERAL

Writing goals that aren't specific cannot help us achieve it because we don't know what we're doing.

Tips for setting goals at work

Brainstorm

Before you write down the first goal that comes to mind, take time to brainstorm as a team.

Include everyone

Write down each team member's ideas, no matter how silly, so that they feel heard.

Ask why

Every team member should have a shared vision for why you have set this common goal.

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SPECIFIC
You should know the outcome of your goal

MEASURABLE
You should know when you will have reached your goal

ACHIEVABLE
You should be able to achieve your goals

RELEVANT
Will your goal help you in the long run?

TIME-BOUND
Set a time frame for your goals

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10 tips to achieve your goals

- **Have S.M.A.R.T goals**
- **Write them down**
- **Make your goals visible**
- **Break it down**
- **Develop a plan**
- **Take action**
- **Keep perspective**
- **Identify potential obstacles**
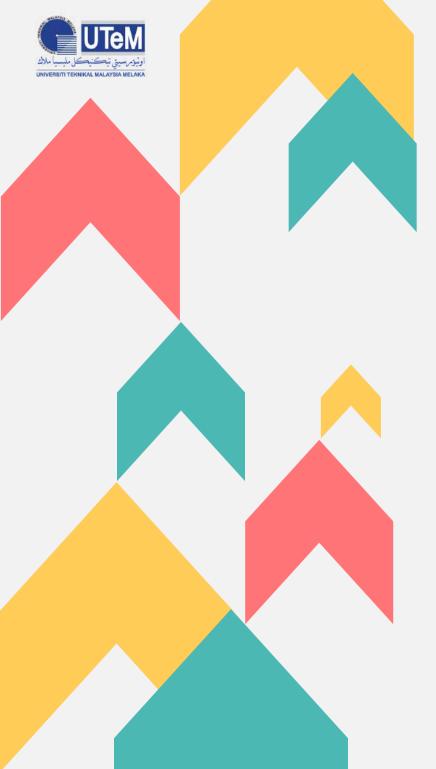- **Be accountable**
- **Reflect and adjust**

Source

https://www.betterup.com/blog/how-to-set-goals-and-achieve-them