

<b>Name:</b>	<b>Date:</b>	
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## Goals and Objectives

**GOALS:**

Goals are statements of direction. They are guidelines for choosing tasks. In order to know if your ship is on the right course, you need to know the destination. How you get there may be the series of objectives you identify, but the purpose of the journey is expressed through the goals.

**OBJECTIVES:**

Objectives are measurable tasks that are developed to achieve the goals. Objectives may have a quality and/or quantity dimension that may be part of the way in which achievement will be measured.

Individuals can set personal goals. The difference between a dream and a goal is that a dream is simply a fantasy, something you daydream about, but never actively pursue. A goal, on the other hand, is a concrete thing in which you set into motion the steps in which to obtain it. Managing goals can give positive returns in all areas of personal life. Knowing precisely what one wants to achieve makes clear what to concentrate and improve on, and often subconsciously prioritizes that goal. Goal setting and planning promotes long-term vision and short-term motivation. It focuses intention, desire, acquisition of knowledge, and helps to organize resources. Efficient goal work includes recognizing and resolving all guilt, inner conflict or limiting belief that might cause one to sabotage one's efforts. By setting clearly defined goals, one can subsequently measure and take pride in the achievement of those goals. One can see progress in what might have seemed a long, perhaps impossible, grind.

Success requires forgoing excuses and justifications for poor performance or lack of adequate planning; in short, success requires emotional maturity. The measure of belief that people have in their ability to achieve a personal goal also affects that achievement. Long term achievements rely on short-term achievements. Emotional control over the small moments of the single day makes a big difference in the long term. A couple of examples are:

- Sending out appreciation cards to those in your life that matter to you.
- Smoking one less cigarette a day or drinking one less soda per day.
- Finally getting your credit report to see where your credit stands.
- Making sure to tell your kids you love them at least once a day.
- Taking your lunch instead of going to the drive-thru at least once a week.

These are just a few examples, but you get the idea. Just remember setting personal goals doesn't have to be a big deal, start small and slowly make progress. It's getting started that is important.

All goals are **smart goals**. What is important, is that the goals you are setting need to be important to you. If they aren't, then you will not be motivated to attain those goals and if you don't attain your goals then you will stop setting goals and then what? You guessed it. You're nothing but a dreamer who doesn't make anything happen. A smart goal is a goal that is important to you, that you can get motivated to achieve.

Goal (what do you want to do)	Objective (how will you get there)	Achievable Date