

S.T.E.P. Mentoring Program

Online Training Series

5 Tips for Goal Setting Success

Setting goals is an important first step as you begin on your mentoring journey. They help to keep you focused and provide a way for you to track your accomplishments. Here are our top 5 tips on goal setting.

1. Be specific and make sure your goals mean something to you.

What do you want to accomplish? Think about your goals and confirm whether you are willing to sacrifice the time and effort to achieve them. Also, weigh the achievement of your goal to the sacrifices that you will have to make to achieve it. If it's worth it, Great! If not, reconsider your goal.

2. Write down and categorize your goals.

Writing down your goals is probably one of the most important and most ignored steps to effective goal setting. If you don't write your goal down, you will not remember it. Writing your goals and reviewing them daily will give your mind sub-conscious cues that what your writing is important, and will help you succeed.

It is also generally good to categorize your goals into areas of your life that you would like to improve.

3. Think S.M.A.R.T

When setting goals, a good system to go by is **SMART**.

Specific/Significant: It is great to have a clear concise title to your goal, but you should also describe it in more detail. For example, "further my education" could be described with "Identify the schools that I want to attend and research why the programs are good choices."

Measurable/Meaningful: Try to write a goal that you can measure numerically. A goal can be much more motivating if you can track and record your progress, and see how you are doing.

Achievable-Action-Oriented/Realistic-Relevant: Can your goal really be done? Think not only about the goal, but about your personal circumstances.

Timely/Trackable: How much time will you have to put in on a regular basis to achieve this goal? How long from now do you plan to achieve this goal?

4. Review your goals daily.

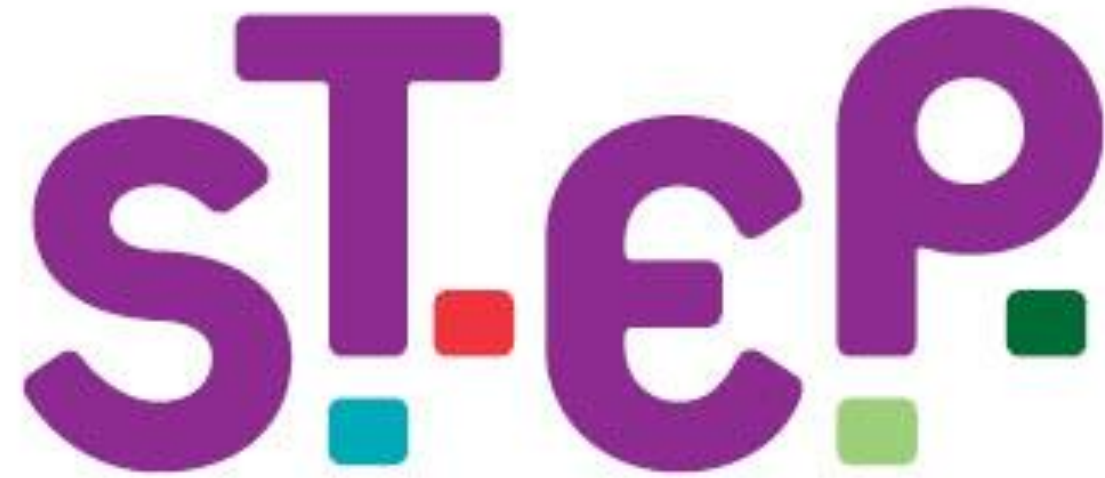
Writing your goals and then setting them aside to collect dust won't do much. It is important to review your goals daily or weekly. Think about them when you wake up every morning. Take a look at your goal list when you check your email/Facebook/Twitter. Think about what you could do that day to help achieve your goal(s). Also, when you are winding down for the evening, mentally go through your goals and think about 3 things you have done recently that have helped you in one area, or a couple of things that you would like to do soon to help you get closer to achieving your goals.

5. Reward yourself.

Reaching a goal takes hard work and dedication. Give yourself credit for what you have accomplished. Choose something that you will look forward to and that will motivate you. You don't have to wait until you have completed your goals to reward yourself, you can celebrate those small "wins" on your way to success.

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