1. Prepare the goal:

• What do I want to accomplish?

• Why is it important to accomplish this?

• How is it aligned with where I/we want to go?

• What will happen if I accomplish it?

• What is at stake if I don’t?

• What is my readiness level (my willingness and ability)? – see step 2

• What needs to be true in order to make it happen?
2. Check Readiness Level

Willingness:

Behavioral Evidence:

Ability:

Behavioral Evidence:

Make it SMART

Write a draft of your goal and check to be sure it meets these criteria:

S  Specific
M  Measureable
A  Aligned
R  Realistic
T  Time bound