Goal Setting Process

(Adapted from Setting Your Development Goals by Sternbergh and Weitzel.)

Guidelines:

- Start small. Little changes can have a big impact over time. Also, successfully accomplishing goals early on can be very motivating.
- Stay focused. Even partial goal attainment is an accomplishment.
- Be persistent. For most people, attaining goals is not a linear process. There are starts and stalls and even sometimes backward steps. Be prepared for them, and be determined to keep picking up and working toward your goal.

Step 1: Reflection

What is working well? What would you like to improve? What kind of feedback have you received? What have you learned from your mentor? What themes and patterns are emerging from your Learning Journal?

Identify a behavior or a set of behaviors that you want to change or do differently:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Step 2: Focus

Select ONE behavior or set of behaviors that you want to focus on. Remember the first guideline, but select something that will also provide a good benefit when achieved.

Create a SMART objective!

Specific: Write your goal in as much detail as possible.

Measureable: Identify quantitative targets for tracking your progress and results.

Attainable: Be sure that it is possible to get the results you desire.

Realistic: Acknowledge the requirements for accomplishing your goal. Refine your goal if unrealistic.

Timely: Make specific deadlines part of your plan.
Rewrite your goal as a SMART goal:

Step 3: Plan

Break down your SMART goal into achievable steps or milestones to make it manageable instead of overwhelming. Make sure your first milestone is no later than one week out.

Step 4: Enlist Support

Review your goal with your mentor. Refine as necessary using his or her feedback. Be specific about the kind of support you need from your mentor: cheerleading, reinforcement, coaching.

Step 5: Revisit

Revisit your goal weekly to assess progress and determine if your milestones need to be adjusted. Check in with your mentor regularly to report progress.