

Goal Setting Process

[Adapted from Setting Your Developmental Goals
By Sternbergh and Weitzel]

Guidelines:

- Start small. Little changes can have a big impact overtime. Also, successful goal accomplishment can be very motivational.
- Stay focused. Even partial goal attainment is an accomplishment.
- Be persistent. Goal attainment for most people is not a linear process. There are starts, stops and movement back. Be prepared for them, and be determined to pick back up with 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 series of behaviors that you want to change or do differently.

Step 2: Focus

Select ONE behavior or series of behaviors you want to focus on. Select something that will get you maximum benefit if achieved.

Create a **SMART** objective:

Specific: write your goal in as much detail as possible

Measurable: identify quantitative targets for tracking your progress and results

Attainable: be sure it is possible to get the results you desire

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

Timely: Specific deadlines.

Rewrite your goal as a SMART goal:

Step 3: Plan

Break your SMART goal down into milestones to make the goal less overwhelming and achievable. Make sure your first milestone is not later than one week out.

Step 4: Enlist Support

Review your goal with your mentor. Refine as necessary based upon 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.