<table>
<thead>
<tr>
<th>CURRENTLY</th>
<th>GAP</th>
<th>IN THE FUTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities defining me:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount I think I study now:</td>
<td>Amount I should study:</td>
<td></td>
</tr>
<tr>
<td>Current employment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I’ve been involved in these activities in the past (civic, social, etc.):</td>
<td>Activities I should involve myself in:</td>
<td></td>
</tr>
<tr>
<td>Skill I possess:</td>
<td>Skill I should possess:</td>
<td></td>
</tr>
</tbody>
</table>
GOAL PLANNING

• Scan Current Situation
  “SWOT”
  Strengths
  WEAKNESSES
  OPPORTUNITIES
  THREATS

• Needs
  “TAIL”
  TIGHTENING
  ADDITIONS
  INVESTMENTS
  LIABILITIES

• Visioning
  “HOTL”
  HOW
  OUR
  TOMORROWS
  LOOK

• Directives
  “FIN”
  FIX
  IT
  NOW
GOAL SETTING IS

SMART

• SPECIFIC
• MEASURABLE
• AGREED UPON
• REALISTIC
• TIME-SCHEDULED
PERSONAL GOAL SETTING
FOUR WAYS TO FOLLOW THROUGH

1. Meaningful: 5 or Less
   ❖ Make a few count: 5 are good, 3 are better!!!
   ❖ Too many goals mean none get done
   ❖ Helpful: Divide numerous goals into short and long-term
     or continuous and innovative

2. It’s a ONE PERSON Job!
   ❖ You must serve as your own “goalie”

3. Posted, Stated, and Frequently Evaluated!
   ❖ Put up your goals so you can see them
   ❖ Share them with others and CLEARLY articulate them
   ❖ Evaluate them quarterly or more

4. Plan, Record, and Move ‘em ON!
   ❖ Do what you’re doing now – plan goals
   ❖ Write them down
   ❖ Accomplish, revise and move on

Michael S. Miller 2003