



International Association of
WOMEN

2022 Goal Setting



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Effective Goal-Setting

Most of us have a vague idea of what we'd like to accomplish, but few have true, concrete goals. A goal is analogous to a target. ***Without a goal, you're just drifting along hoping for things to improve.*** With a goal, you have a definite direction and purpose.

Though we've all been told how important targets are, few of us have ever been given specific directions regarding how to formulate an effective goal.

Use These Characteristics To Define Your Goals

Specific -

Be as specific as you need to be, but not more. It's important to have a clear target, but too much specificity limits your options. Stick to the important characteristics.

Time-bound

Without a timeline, you might find yourself waiting for a long time because you'll be unlikely to ever get started. ***Having an endpoint date creates focus and urgency.*** An effective endpoint date is no more than 12 weeks into the future. If your goal will take longer than that, ***break it into smaller goals.*** Anything beyond 12 weeks will cause your focus to wane. It's far too easy to procrastinate with goals set too far in the future.

Possible

If you don't believe you can achieve your goal, you won't pursue it. What would be the point? Start with a goal small enough that you believe it can be

done within the timeframe you've set. Do you have the necessary resources and time to reach your goal before the deadline?

Measurable

If you can't measure it, how will you know if you've achieved it? How will you know if you're making progress? Goals that deal with money or bodyweight, for example, are easy to quantify. A goal to take a trip to Hawaii is also easy to measure, because you either did it or you didn't. Goals that deal with less quantifiable characteristics can be a little more challenging. You might have to develop your own measuring scale. Ensure your goal can be measured before you get started.

Reviewed Regularly

One of the most effective ways to prioritize your goals is to review them at least daily. ***With so many thoughts and ideas flying around in your head, a daily review of your goals will help them to rise above the noise.*** Take a few minutes each day to review your goals at least once. Take enough time to re-write, read, and visualize your goals.

Setting Realistic Goals

If there's any aspect of your life that you'd like to improve, set some clear and attainable goals for yourself that will help you get there.

Take It Slow

Work towards your goal one piece at a time. It's important to take it slow and not take on too much at once. The main reason that some people fail when it comes to their New Year's goals is because they fail to plan out a realistic path.

Follow Through With a Plan

It's easy to say: *"I want to lose 50 pounds"* or *"I want to learn a musical instrument."* Keep in mind that big goals like these will take some time and effort. Diets are hard to start because you may feel unmotivated or hungry. Musical instruments require time to master, and you may start with weeks of just learning notes before getting to any fun melodies. Remember that the beginning is tough. Muster up the courage and enthusiasm to continue with your efforts. Remember that most people give up, but you're not most people, are you?

You're different because, unlike most people, you're going to **create a clear and realistic plan to take you right to success**. If you're going to lose 50 pounds, define how you're going to lose those pounds. Are you starting an exercise routine? Are you going to join Weight Watchers or count calories?

Be Real

You have to stay realistic when it comes to your goals. Oftentimes you'll feel motivated to achieve something big. Know that you *can* achieve big things, ***but there are also only 24 hours in a day.***

Avoid making goals that would take more than a year to complete. If you want to make a long-term goal like this, break it up into parts and give yourself a realistic plan for your first year goal.

Visualize the Outcome

When you run into snags in the road, as you're bound to in life from time to time, it will help to ***visualize yourself reaching your end goal.*** Visualizing it makes it feel real and motivates you to continue to work hard to make it happen.

The Right Attitude

If you're practicing the right attitude, you can go far. It's true that **all you need to do is believe in yourself.** You've probably realized that if you don't believe that you can accomplish something, you simply won't. How can you expect to achieve great things if you don't believe in yourself?

An optimistic attitude is critical to your success. Think about how you felt when you first set your goal. Chances are that you had an excellent attitude, so try to maintain that mindset throughout your journey to success with your goal.

Once you've determined a realistic goal and divided it up into short, achievable tasks, you're bound for success as long as you take action to complete each step.

Prioritizing Your Goals

It's likely that you've created a lofty list of goals for yourself. Before you can begin to create action plans, it's important to prioritize your goals. Otherwise you will likely end up overwhelmed and risk burnout.

For each goal on your list, answer the following questions and then reflect on each response. This exercise will help you to further refine your goals and to prioritize where to begin with your actions.

- Why is this goal important?
- Does this goal only impact myself or also others?
- Do I need to invest money to achieve this goal? Do I have the funds currently?
- What will happen if I achieve this goal?
- What will happen if I don't achieve this goal?
- Who can help me achieve this goal?

Achieving Your Goals Regardless of Obstacles

Use these tips to continue moving toward your goals even when the road gets rough:

- Talk positively to yourself
- Know exactly what you're after in life
- Keep your list of life goals short and to the point
- Seek out an accountability partner
- Infuse elements for achieving your goals into your everyday routines
- Reflect on your efforts and accomplishments in order to reinforce them

Goals Worksheet

The goals worksheet is a one-page template that you can use to track your goals, actions, and progress. Download the full page worksheet [here](#).

Goals Worksheet

GOALS	ACTIONS TO TAKE
	MOTIVATIONS
STEPS	POTENTIAL PROBLEMS
PROGRESS TRACKER	

Instructions:

Click the image on the left to open this worksheet as a full page. You will then be able to print and/or save this worksheet for your own use.