

# **Some Guidelines for Setting Goals**

- 1. Put your goals in writing. This dramatically increases the likelihood of achieving those goals. Ink them, don't just think them!**
- 2. Envision your dreams. Take time to close your eyes and visualize yourself accomplishing your dream. Then imagine the steps you will take to get there.**
- 3. Set goals that are meaningful. If all you do is write a list of goals that would be nice to accomplish, forget it. In order to achieve goals, you must have a strong desire to do so.**
- 4. Prioritize your goals in relation to their importance to you and your long-term objectives.**
- 5. Set a time period or target date for each goal. Many people have goals that have dreamed of for years, but fail to accomplish them. Having goals without a time frame is not motivating.**
- 6. Make your goals specific and measurable. You have to be able to monitor your progress and celebrate victories.**
- 7. Set goals that are challenging, but realistic. Stretch yourself, find your edge. But make sure that you are not setting goals that are out or reach because you haven't taken the necessary steps to get there.**
- 8. Your goals should be flexible to allow for unplanned changes. Be ready to adjust your goals so you won't to give up on them.**
- 9. Take advantage of your given strengths and abilities.**
- 10. Now, most importantly, TAKE ACTION!!**

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