

## Setting Goals

Long-range goals are dreams with deadlines. They provide a link between your core values and your weekly and daily activities. By organizing long-range goals into smaller, more manageable steps, you consistently accomplish what matters most in your life. Weekly planning helps you incorporate these smaller steps into your week and day. Daily planning enables you to prioritize your daily tasks and stay focused.

To set an effective long-range goal, ask yourself three vital questions:

- What do I want to accomplish?
- Why do I want to do it?
- How will I do it?

A sample Goal Planning form is provided on the following page.

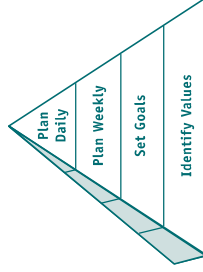
### Goal Planning

Value/Mission/Role (why?):

I am creative

Goal (what?/when?):

Six months from today, I will submit an article to Writer's Magazine.



Steps (how?)

Research subject matter  
Evaluate personal ideas on subject matter  
Write personal draft

Deadlines

Mar 15  
Mar 31  
May 4

### Goal Planning

Value/Mission/Role (why?):

Goal (what?/when?):

Steps (how?)

Deadlines