

# DOWNLOAD PDF APPENDIX : SET YOUR GOALS; EVALUATE YOUR PROGRESS

## Chapter 1 : Personal Goal Setting - How to Set SMART Goals - from theinnatdunvilla.com

*Although there are some people who advocate for dropping all your goals or focusing on systems instead of goals, I've never managed to fully give up on setting goals for myself. In fact, I just finished my monthly review today, where I looked at how well I did on the goals I set for myself last.*

The Difference Between Short Term and Long Term Goals Short term goals and long term goals are both important, and the truth is that any successful person has both short term AND long term goals that they are working towards. You can set your goals according to what you want, but in the end your progress in these goals is up to you. You can read a lot of examples of long term goals and examples of short term goals, but your goals are probably unique from all the other goals around. Long term goals are the overarching objectives that you want to achieve over a longer term. It could be a goal that you want to accomplish throughout the course of your life, or it could be something that you want to do by the end of the next year. The truth is that the long term goals are more the general goals that you are working towards, and there is no real length of time that distinguishes the long term and short term goals from each other. A long term goal will fall into one of the following categories: Are you trying to become a CEO, start your own company, or become an expert in your specific field? Are you interested in travel, vacations, or certain hobbies? If so, how do you want to do it, or what aspect are you interested in? These are the most common categories of long term goals, and all of the goals that you set will fall into one of these categories. You will need to examine each of the goals that you are considering, and you need to think about which of them fall into each category. It is important that you make progress in all of the areas of your life, and you need to be certain that you are setting some long term goals from each of these categories. Overall personal development is more important than just being financially and personally successful – but with no family or pleasure to show for it. If you set goals in each of these long term categories, you will find that you will improve in every area of your life. Short term goals are goals that you can start working on right now, and they are the smaller steps that will make up the larger long term goals. The purpose of short term goals is to have a goal that you can work towards now, while keeping the long term goal in mind as you make progress. This will make things a bit easier for you to start working towards, as you will have a step that you can take today that will make it possible for you to reach that far off goal in the distant future. If you are going to be able to achieve that goal, it has to be something that you can do, right? SMART goals are goals that are: If a goal is measurable, you will be able to see how much progress you have made, as well as the areas in which you have failed to reach the goal that you have set. Being able to measure goals not only helps you to see where you have slipped up, but will build your confidence in your ability to reach goals – even when they are a challenge. How actionable are the goals that you are setting for yourself? Are you going to have to wait for conditions to improve, change, or become perfect? Can you start making small steps of progress towards your overarching goal right now, or do you have to wait? Is it really relevant to the person that you want to become, or the person that you are now? If you are an accountant, how relevant is a goal that you set in order to get your degree in acting? What is the course that you want your life to take? The truth is that you only have so many days, months, and years in order to make any kind of progress, and some goals will not be possible sooner than others. If you are serious about achieving these goals, you are going to have to set a deadline on the goals. It is the only way that you will actually force yourself to continue making progress – no matter what. Tips for Setting Solid Goals Setting solid short term and long term goals is easy, but reaching them is always the hardest. Here are some tips to help you as you set and work towards your goals: Prioritize Your Goals – Which of your goals really matter the most, and which are not as important? Giving these goals priority will ensure that you get to them first, and will guarantee that they actually are achieved no matter what. Write them down – Writing down a goal takes it from the drawing board into the implementation phase, and that is a very important step. It will also make it easier for you to remember exactly what your goals are, as well as what each of the steps are that you will need to take in order

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to reach that goal! The goal is good, but the wording is fairly negative. You want to focus on the positive aspects of the goals, as that will give you a positive outlook on the progress that you are making. If you focus on saving money rather than getting out of debt, you will be looking at physical evidence that things are good rather than bad, so set goals that will be positive! Keep short term goals small – If you set short term goals that are too large, you will be giving yourself a short amount of time to make large steps of progress. They have to be achievable, so break your goals into bite-sized chunks that you can work on one day at a time. Check and evaluate – If you are serious about making progress, check over the goals that you have set, evaluate your progress, and determine if you are going at the pace you should be. You will find that this will help you to be smart about your personal progress, and will make it possible for you to see the areas of your life where you really are succeeding – as well as the ones where you need to step it up a bit in order to make as much progress as you should be making. It is totally FREE. Your donation will help me to keep producing free, high-level self improvement information. PayPal is one of the largest payment processors on the Internet. When you click the Donation Button, you can make a donation of your choice on an encrypted and secure page. Thank you very much! Inspirational Quotes, Poems and Funny Short Stuff If you want, you can also get your personal development, spirituality and general wisdom in an ultra light version - or even add your own wisdom to the site. Just go to the other sister of this website at: A special treat is that this site has forums for you to present your own wisdom and humor in the form of inspirational short funny quotes, jokes, notes, letters, stories, SMS text messages and poems. Share your wisdom and witticisms with the world! This is where you go if you want really deepen your understanding of parenting, empower your kids and make everyday life more easy and joyful.

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## Chapter 2 : Physical activity – setting yourself goals - Better Health Channel

*"Setting goals is the first step in turning the invisible into the visible." - Tony Robbins What separates a person from achieving their goals and not achieving their goals is staying focused and being persistent in following through. There are many different ways to track your progress toward.*

Yet, without measurement and review, goals simply float in space. Well-defined goals are measurable; they state what to do and, in some cases, how to do it, in language that is clear and quantifiable. A sense of accomplishment motivates workers. Setting and measuring work goals provides a tangible means to evaluate success. Choose an area on which to focus a goal for improvement. Many seemingly intangible goals can be restated in a measurable way. The unmeasurable "aim for happier clients" may be restated as the easily measured "reduce customer service calls," for example. Assess the current performance of your chosen improvement target. This identifies the starting line for your goal. When possible, use existing reporting with which you can monitor progress. A salesperson may look at sales volume or dollars, whereas a production worker may look at the number of pieces produced in a certain period. Set an attainable target for improvement -- this is your goal. The target should be realistic and achievable with factors under your control. Attainable goals create motivation, while unrealistic goals discourage workers. Set a deadline for accomplishing your goal. The deadline also should be realistic and attainable. Depending on your target, breaking your deadline down into periodic review dates may help your progress and make aggressive targets more manageable. Your goal may also have a plateau period. For example, achieving a sales increase of 5 percent maintained over one quarter prevents a surge of sales in a single week giving the illusion that progress has been made. Collect the appropriate measurement data from reports, work audits or other sources. Use a spreadsheet to isolate, track and analyze the information you need. For example, a sales report may cover the entire country, but you are measuring sales in your region. Take information pertinent to your goals and plot it separately to track your progress. Tip Learn the S. Specific, Measureable, Attainable, Realistic, Time-Based methodology for goal setting, if you set many or concurrent goals.

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## Chapter 3 : Goal-Setting Strategies for Scientific and Career Success | Science | AAAS

*Set your goals and track your progress Use this worksheet to evaluate your financial priorities, including saving and investing for retirement.*

Fuhrmann , Jennifer A. Hobin , Philip S. Clifford , Bill Lindstaedt Dec. To learn more about myIDP and begin the career-planning process, please visit: Xiao realized that she would need to publish more and further refine her writing skills if she wanted to be competitive in her future job search. Every time you revise a goal, learn something from the process. This self-reflection will improve your ability to set realistic goals and manage your time—an important skill in itself that will serve you well throughout your career. With 2 years left in her Ph. But how would she fit anything more into her already heavy schedule? An obvious first step is to create an IDP, which will help her chart a course that will allow her to meet these critical career advancement and skills development goals while also making progress on her research projects. What will you do in the next 6 to 12 months to promote your own career advancement? What will you do to develop your skills? What research projects do you need to work on during this time? Together, these three types of short-term goals—career advancement, skills development, and project goals—constitute the core of your IDP. Such large goals can often feel—and therefore become—insurmountable. As one student puts it, "It took me 2 months to write the first draft of my first paper. Some delay was procrastination, because the initial blank sheet of paper felt so daunting. When I set goals that were more specifically defined, with realistic deadlines, I could approach each goal more confidently. As a result, my writing progressed much more efficiently overall. S — Specific — Is it focused and unambiguous? M — Measureable — Could someone determine whether or not you achieved it? A — Action-oriented — Did you specify the action you will take? R — Realistic — Considering difficulty and timeframe, is it attainable? T — Time-bound — Did you specify a deadline? First identify an overarching goal, and then create an action plan to achieve it. For example, if you want to build your professional network , then you may have three SMART goals for the year: The skills you choose to work on may be skills that you need to build now for future success presentation skills for future job talks, for example , or skills necessary for success in your current training such as particular research skills, writing skills, and so on. If you focus on improving one to three specific skills this year, and then do the same during each year of your training, then you will be much better prepared for your next career move and likely more successful during your training. Setting skill-development goals is like creating your own curriculum. In a course, an instructor decides what material to cover, provides training, gives students an opportunity to practice, and then assesses their learning. Similarly, for each skill that you want to improve, you can set SMART goals for how you will get training, practice the skill, and get feedback. To become a more engaging speaker, for example, you may want to attend a workshop on how to give a strong research talk. Then, to maximize your development of this skill, you can practice the techniques you learn in the workshop by giving practice talks, student seminars, conference presentations, and presentations in group meetings. You can then get feedback from trusted colleagues, your adviser, or whoever is available and willing. You may be able to take advantage of existing opportunities to practice, or you can carve out small amounts of time on a regular basis. It need not take a lot of time from your research. As you develop your own IDP, you can set skill development goals that fit within your time and budget. Box 1 lists some creative ways to get training, practice, and feedback in a time- and resource-efficient manner. Strategies for developing skills 1. Participate in a course or workshop local or online. Watch a recorded workshop or seminar. Read an article, chapter, or book focused on the skill. Observe others who excel at the skill. Discuss strategies with a mentor or peer who excels at the skill. Do assignments in the context of a course. Be aware of when you use the skill in your day-to-day schedule and consciously practice particular techniques in each instance. Schedule protected time to practice for example, you could practice your writing skills by free-writing every Friday morning for 15 minutes after breakfast, or practice assay measurements using a set of standards. Volunteer for additional activities for example, you

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could offer to make an extra journal club presentation. Complete an assessment in the context of a course. Ask anyone who excels at the skill to give you feedback; it could be an outside source, your mentor, or a peer. Define criteria for success and then assess your own improvement. For example, watch a video of yourself giving a talk. Have a strategy for staying accountable. It can be very difficult to protect time to work toward goals that are important but not urgent. Career advancement and skills development goals often fall into this category. It can be helpful to have someone to keep you accountable, perhaps a peer mentoring group in which you hold each other accountable to goals, or a "project buddy" that you identify for a particular goal: Share your goal with your buddy and ask them to meet with you so you can demonstrate your progress toward that goal. Choose someone who is not invested in your other goals; even if your principal investigator PI is a fantastic mentor, she or he is unlikely to push you to work to meet a skill-development goal when there is a pressing grant or manuscript deadline. Write them down. Thinking about your goals is not enough. You need to write them on paper or type them into myIDP. Lee Iacocca, a well-known business guru from the 1960s, said, "The discipline of writing something down is the first step toward making it happen. In conversation you can get away with all kinds of vagueness and nonsense, often without even realizing it. Evaluate your plan. As you look over your IDP, make sure your goals for this year are not biased toward urgent projects. As discussed above, career-advancement and skill-development goals may not feel urgent, but they are important and should be a part of your overall plan. Next, merge your goals for the year onto a single timeline. Take a look at the goals you have set for each month; is your plan feasible? You may want to shift start or completion dates for some goals so that your expectations for any 1 month are realistic. The short-term goals in your IDP should give you a big-picture plan for the coming year. If you want to break these SMART goals into smaller subgoals, consider doing so as part of your weekly planning process. She wanted to have a constant reminder of her overall, big-picture goals. Then she thought about how to break that SMART goal into subtasks and blocked out time for those subtasks on her daily calendar. When she was finished, her to-dos for each day were listed on her daily calendar 1 to 4 weeks in advance. This gave her a sense of how long it would take to complete each task and empowered her to say "no" to additional requests that arose. Revise your plan as you move forward. As you progress through your plan, celebrate each goal you achieve. In science, where rewards are sometimes few and far between, the simple act of checking off a SMART goal from your list should provide a sense of progress. Experiments can be unpredictable, but when it comes to your career advancement and skill development goals, you are in control. Use these goals, and the satisfaction of meeting them, as a mechanism to enhance your wellbeing and career development during times of scientific struggle. Though there will be celebrations, you will also have to revise some goals. If you do need to revise a goal, ask yourself: Why am I changing this goal? Was the original goal unrealistic? Am I managing my time effectively enough? Am I prioritizing my goals and projects appropriately? Are urgent tasks overwhelming my professional development goals? If so, what can I do to ensure that my professional development remains on track? Setting goals in an IDP structures your dreams and guides your development as a professional. It may not be easy at first, because setting goals effectively is itself a skill. As you move ahead, though, your ability to set and achieve goals will improve. Your time management will improve, too. As a result, you are likely to achieve more of your own career development goals, and also become more productive in your science. Davis, "Improving the Postdoctoral Experience:

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## Chapter 4 : How to define your goals. Avoid the mistakes that set you up for failure - Goal Buddy

*Be clear how you set your goals - define an action that is in your control. Measure and celebrate the progress. Successful goal setting and achieving is an important part of our life.*

R – Relevant or Rewarding. T – Time-bound or Trackable. Further Tips for Setting Your Goals The following broad guidelines will help you to set effective, achievable goals: Set priorities – When you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by having too many goals, and helps to direct your attention to the most important ones. Write goals down – This crystallizes them and gives them more force. If a goal is too large, then it can seem that you are not making progress towards it. Keeping goals small and incremental gives more opportunities for reward. Set performance goals, not outcome goals – You should take care to set goals over which you have as much control as possible. It can be quite dispiriting to fail to achieve a personal goal for reasons beyond your control! In business, these reasons could be bad business environments or unexpected effects of government policy. In sport, they could include poor judging, bad weather, injury, or just plain bad luck. If you base your goals on personal performance, then you can keep control over the achievement of your goals, and draw satisfaction from them. All sorts of people for example, employers, parents, media, or society can set unrealistic goals for you. They will often do this in ignorance of your own desires and ambitions. If the goal was a significant one, reward yourself appropriately. All of this helps you build the self-confidence you deserve. With the experience of having achieved this goal, review the rest of your goal plans: If you achieved the goal too easily, make your next goal harder. If the goal took a dispiriting length of time to achieve, make the next goal a little easier. If you learned something that would lead you to change other goals, do so. If you noticed a deficit in your skills despite achieving the goal, decide whether to set goals to fix this. Our article, [Golden Rules of Goal Setting](#), will show you how to set yourself up for success when it comes to your goals. Feed lessons you have learned back into the process of setting your next goals. Remember too that your goals will change as time goes on. Adjust them regularly to reflect growth in your knowledge and experience, and if goals do not hold any attraction any longer, consider letting them go. Her lifetime goals are as follows: Career – "To be managing editor of the magazine that I work for. Ultimately I want to have my own show in our downtown gallery. Supported by worksheets and advice, this guides you through a simple 5-step process for setting SMART goals, and for organizing yourself for success. Key Points Goal setting is an important method for: Deciding what you want to achieve in your life. Building your self-confidence, based on successful achievement of goals. Set your lifetime goals first. Then, set a five-year plan of smaller goals that you need to complete if you are to reach your lifetime plan. Keep the process going by regularly reviewing and updating your goals. And remember to take time to enjoy the satisfaction of achieving your goals when you do so. Subscribe to our free newsletter, or join the Mind Tools Club and really supercharge your career!

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## Chapter 5 : How To Set Effective, Measurable & Achievable Goals

*Emphasise how your employees' goals align to your goals and to higher-level goals so that they have a clear sense of the broader context in which their efforts fit. Work with your employees to set goals that produce important results rather than goals that are merely.*

Nikolay 1 Comment Most of the people fail to achieve their goals. They take the necessary time to set goals, then do the best they can to achieve them and at the end, they simply fail. Whatever the number is, one thing is sure – it is a big one. In this article, I will show you how to define your goals in such a way as to avoid one of the main reasons for goal failure. Words matter The main reason for failing is hidden in the words. We all know words matter and have tremendous power. As you may already know, in Goal Buddy goal setting system we have only two types of goals: The goal hierarchy is the following: Goal setting approaches Often people are very clear about the next steps they want to do in the near future e. There are two approaches that can help you build your list of action goals: The first approach you use when you have a clear vision for your life and you know what your visions are. Then you define action goals for each vision. However, in both cases, you end up with a list of action goals. And here comes the tricky part! Goal definition It appears that the way an action goal is defined at the very beginning is really important. First of all, an action goal should be specific about what you want to achieve in 90 days and you should define it in a way that the goal is measurable and actionable. This is important because you need to be able to tell how successful you are at the end of those 90 days. You may define the desired result, but have in mind that only the actions in your action goal are what can be in your control. The main reason for goal failing is committing to the desired result instead of the actions to achieve it! Here are some examples of good and bad definitions with an explanation: If you lose 4 kg does it mean you failed? Now, in the description of this goal you can define the desired result, but what you commit for is going to the gym not losing 5 kg. Go to the gym 3 times a week. Description and desired result: Go to my favorite gym at least 3 times a week to get in shape and lose weight. The desired result is to lose 5 kilos in the next 3 months. So, in fact, the formula here is simple. An action goal consists of two parts: If done properly you will continue to follow your dreams and wishes and if not, you may fail them. Here is how and why! At the end of the 90 days, you get to the list with your action goals. Then what you do is ask yourself those two questions: Did I make the actions I have committed for? Did I get the desired result? But you lost 3 kilos! This part is really important because in this case most of the people will usually feel like they failed and either feel bad about it or quit their goals. And this is priceless! Once again, in this scenario, you celebrate your persistence to go to the gym 3 times a week and the 3 kilos progress. Then you may re-think your strategy. For example, you can add another action goal that will help you get the desired result of losing 5 kg if that is still what you want as a final result. It is a bad idea to not fulfill the commitments you make. But – So far so good! Every time I start something new I find myself in this situation. At the end If I have to summarize this post in just two bullets they would be: Be clear how you set your goals – define an action that is in your control. Measure and celebrate the progress. Successful goal setting and achieving is an important part of our life. If you want to learn more about it, check our goal setting and achieving guide:

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### Chapter 6 : How to Set & Measure Work Goals | [theinnatdunvilla.com](http://theinnatdunvilla.com)

*Steps to Financial Freedom SETTING GOALS* Once you answer those questions, you can list and prioritize your goals as short-, mid-, or long-term. After you have identified your specific goals, use the worksheet in Appendix C - Setting Goals to.

We aspire to do so many great things in this world and never really know how to go about achieving those accomplishments. If all of us could somehow learn to set effective, measurable, and achievable goals and commit ourselves to actually following through on those goals, we would be able to do much more with our time. You should not feel bad or upset with yourself if you have yet learned how to accomplish this in your own life unless you have given up on someday being able to set those kinds of goals. Goal-setting and goal-achieving are tasks that most of us spend our entire lives learning to do, but once you are able to do these things you will achieve so much more in your life. We can look at each of them individually and then combine them all afterwards. Before putting yourself to work on achieving your goal you have probably daydreamed a few times on what it will be like once you have accomplished the task. Prior to beginning your work towards that task you should pick up a pencil and write down what the end result is. The minute you write down what goal you are focusing on it becomes real and concrete. You have now committed yourself to at least trying to accomplish your goal and you know what the end result should be. Make sure that your goal is specific and not general, otherwise you can consider anything to be success. A goal that is not written down can easily be lost, forgotten, or placed on the bottom of your priority list. Effective goals are measurable and achievable. We will discuss these aspects a little more in just a minute but it is important to remember that these three characteristics go hand in hand. Effective goals need to be manageable. Some goals can bring on an overwhelming feeling because it encompasses too much. If your true goal is too general then it might be a good idea to break that goal down into a few smaller components. Effective goals must be visualized first. Prior to setting out to achieve your goal try to visualize yourself reaching the goal. If your goal is to graduate from law school, mentally picture what it will be like at graduation and all of the hard work culminating in the moment you receive your diploma. Or if your goal is to win a certain race or sporting event, try to imagine yourself crossing the finish line or coming out in first place. Attempt to capture the end result and the emotions that are attached to it. The energy that carries us to achieving our goals is rooted in our desire to reach them. If you can picture yourself reaching the goal then there is a much greater chance that your goal is effective. Also, the more focused you are on achieving your goals, the more quickly you may be able to reach the end result. Effective goals should be evaluated periodically to check your progress. A review of your progress can be extremely beneficial in assuring that you continue to work towards your goal effectively. As you periodically review your goals it will be important to do so regularly and keep your goals realistic and well-defined. Be honest with yourself as you review these goals and if you need to change the timetable of the goal then you should be willing to do so. As you honestly evaluate your progress you will have a greater probability of achieving your desires. A goal that has no end will never be completed so you need to determine when you will complete your goal. The most effective goals will have a completion date that will force you to push yourself. Remind yourself on a daily basis of that completion date and try to push yourself every day to complete your goal by that time. If achieving your goal will take several months or years to complete then it might be a good idea to break it down into smaller goals and setting dates that are in the close, foreseeable future. When you write down your goal, write down when you will evaluate your progress. Invite someone else to keep track of your progress. It is smart to invite a family member, friend, or colleague to track your progress with you and remind you of why you set your goal to begin with. If you are hesitant about inviting somebody else to keep track of your personal progress you might ask them if they are also working on a goal that they would like help on or if they would like to join you in working towards that goal. Use technology to keep track of your goals. Modern technology, computer programs, and advanced software have all been

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designed to help you keep track of your goals. You can easily use a spreadsheet software, such as Microsoft Excel, to create a calendar in which you can mark whether or not you are staying on track to achieve your goals. Your cell phones can remind you every day at a specific time that you need to work on your goal. If you are trying to better your marathon time, you can easily keep a record of your times and improvement after each run. Set specific consequences and rewards depending on whether or not you remain on track to achieve your goals. A good example of a reward is to give yourself a few extra dollars for the weekly shopping trip for whatever helps you relax. A consequence might include having to spend a couple minutes longer working towards your goal during the next week. Your mind will quickly learn and convince your body that fulfilling the goal and being rewarded is much better than slacking off and being punished. A goal must be realistic if it is to be achieved. A beginning weight lifter is not going to be bench pressing pounds within the first month. If you cannot imagine yourself achieving your goal within a short period of time then it may not be realistic. Ask others for advice who may have a little bit more experience in the specific area of your goal. Professionals and other experts can help you to set realistic goals that are more attainable. These realistic goals may eventually lead to the ability to achieve a much more difficult task. Assure yourself that you have the skills and tools necessary to achieve your goal. You will want to assess your personal skills and understand any tools that might be necessary to achieve your goal before setting out to complete it. Some people may set the goal of building a shed in their backyard. It is important to know that you have all of the abilities, skills, and tools needed in order to fulfill your goals before you begin. Have a good attitude while setting your goal. Do everything you can to keep yourself excited about achieving your goal. Try to be creative while working on difficult goals and do what you can to change your environment periodically. If you are a runner it may be beneficial to find different routes on a weekly basis so that you do not become bored with your regular running path. Prioritize your goals so that you can work on one at a time. More than likely you have many goals that you would like to achieve. Before setting a goal to achieve all of these within the next few days try to determine which one is the most important right now. Working on one goal at a time is smart because you will not become overwhelmed with perfecting every aspect of your life. It is important to remember that we all have weaknesses and we cannot fix everything at once. Make a list of the goals that you would currently like to work on and then prioritize them. Work on one goal at a time unless certain goals permit themselves to be attained while working on others. Setting and achieving effective, measurable, and achievable goals is one of the most rewarding experiences that we can have. Once you are able to learn how to set proper goals it will become much simpler to achieve them and thus accomplish more.

### Chapter 7 : How to Set Goals: 12 Steps (with Pictures) - wikiHow

*2 SET GOALS TO GUIDE YOU Before you can create a plan for spending and saving, financial goals must be established. Goals reflect your values and provide direction.*

### Chapter 8 : HSLDA | Homeschooling Thru The Early Years: Setting Goals

*Set your goals, identify your patients, select and define the measures you will use to evaluate your progress, and evaluate your blood pressure equipment and exam rooms.*

### Chapter 9 : The Difference Between Short Term and Long Term Goals

*Goals need to be measurable so you can track your progress and evaluate your methods frequently. Use numbers, statistics, or concrete targets whenever possible.*