

Goal Setting Guide

Goals set a direction that everyone in your practice can move toward. Taking time to create goals helps you focus on the deliberate actions needed to achieve those goals. Working through the goal setting process will help you, your team, and your practice focus on building a positive future.

The 3 C's of Goal Setting

Successful goals are composed of three key components. Your goals should be:

1. **Conscious:** *What deliberate choices do I want to make about my future?*
2. **Compelling:** *Why is this goal important to me?*
3. **Concrete:** *Can I explain this goal clearly and in complete detail?*

5 Steps for Setting Goals That Work

1. Schedule time for goal setting

Set up daily, weekly, or monthly time to focus on goal setting

2. Write down your goals

The act of writing your goals will help with idea retention

3. Break your goals into action steps

Think about the actions needed to achieve your goals

4. Create a schedule for accomplishing each step

Plan out when you will complete the actions needed to achieve your goals

5. Create habits

Develop habits associated with achieving your goals

Leader's Toolkit

Goal Setting Guide

Goal Setting Template

This template will guide you through the process for creating a successful goal. It can be reproduced and used anytime you want to create a new personal or professional goal.

Goal

Write down your goal.

Review

Review your goal to ensure it has the 3 C's of goal setting.

Conscious

What deliberate choices do I want to make about my future?

Compelling

Why is this goal important to me?

Concrete

Can I explain this goal clearly and in complete detail?

Actions

Think about the actions needed to achieve this goal.

1. _____
2. _____
3. _____

Schedule

Create a schedule or timeline for completing each action.

1. _____
2. _____
3. _____