



Goal Setting Approach

Adapted from Locke and Latham's Model for Goal Setting Theory

1. Set Clear Goals

Write down your goal and be as detailed as possible. Think about how you'll measure your success toward your goal. What metrics or observable outcomes can you use to track your progress? Once you set your goal, examine how you feel about it. If it doesn't excite, challenge, or motivate you - you may need to consider changing it.

2. Set a Challenge for Yourself

Is your goal challenging enough to spark and hold your interest? Because effective goals are challenging for us, identify some self-discipline techniques you can use to help you overcome distractions or obstacles. As you reach milestones, what are some ways you can reward yourself?

3. Commit to the Goal

Setting goals can be empowering. To increase your sense of commitment to your goal, visualize and imagine how your job will look or improve once you've achieved your goal. Remind yourself why you should work hard. Creating a visual representation of your goal can help you stay committed, even when the going gets tough.

4. Get Feedback on your Goal

Schedule time to regularly analyze your progress and accomplishments. Use this time to identify what has been working and what has not, so that you can make adjustments. Ask for feedback on your progress from others, including your colleagues and your supervisor.

5. Consider Task Complexity

If you start to feel stressed about meeting your goals, they might be too complex. Reassess and modify your goals if necessary. Break down larger, complex goals into smaller sub-goals. This will prevent you from getting overwhelmed and help you stay motivated.