Resolutions vs Goals

Action Plan for Goal Setting

more money for shoes

Action Plan for Goal Setting

Prepare by starting to think about what areas you want to improve in your professional or personal life

Note that when you are setting business goals it is important that they align with your personal goals

Implement

1. Clearly identify what you want to achieve and when you want to achieve it by. (See Setting SMART goals
2. Write your goals down and put it somewhere where you (and the team if it is a business goal) can see it daily.
3. Create a plan for how you are going to achieve your goals. Work out what actions need to be taken in order to achieve the goal and when those actions need to be performed by
4. Block out time in your calendar each day/week/month to make sure that you are working on your goals and make sure nothing else interferes with this time
5. Tell others what your goals are (including the specifics and the end date). Make you're your team members are included if this is a business goal. Consider posting it on social media and blogging about it. Telling others helps to keep you accountable.

Monitor how you are progressing to make sure you stay on track. Post the updates either through a blog or social media. If they are business goals, create something visual in the office and update weekly so that the whole team can be involved in the progress

Change methods you are using to achieve your goals if the initial methods are unrealistic once they have been attempted. With business goals involve your team to brainstorm ideas if progress stalls or undergo training in skills you might need to achieve your goals.

Celebrate once you've reached your goal!

Who will do it	What will they do	By When	Ongoing