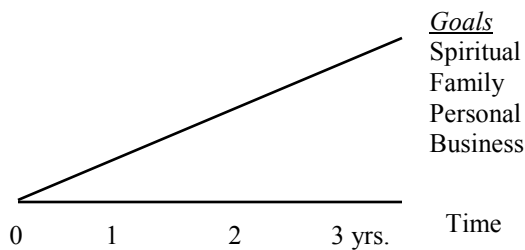


## Personal and Career Goal Setting and Planning



### Benefits of Goal Setting

- Better Sense of Direction
- Creates Balance in Life
- Promotes Commitment
- Helps Identify Obstacles
- Improves Your Focus
- Fosters Positive Attitudes

### Goals Must Be SMART In Order To Be Effective

S - Specific \_\_\_\_\_

M - Measurable \_\_\_\_\_

A - Achievable \_\_\_\_\_

R - Relevant \_\_\_\_\_

T - Time-bound \_\_\_\_\_

### Immediate Developmental Goals

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Reality Check

- Are your goals written using the SMART criteria?
- Will reaching your goals help you fulfill your mission and your vision? How?
- What are the steps you will take to achieve your goals?

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### PRDs Focus You On Winning Activities

Definition: A Position Results Description (PRD) defines the activities and their frequency required to achieve the desired results.

Major Goal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Key Result Area (KRA): \_\_\_\_\_

Performance Standard (PS): I'll begin reaching my goals after completing these actions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Key Result Area (KRA): \_\_\_\_\_

Performance Standard (PS): I'll begin reaching my goals after completing these actions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Key Result Area (KRA): \_\_\_\_\_

Performance Standard (PS): I'll begin reaching my goals after completing these actions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_