

Class Participation Sheet

December 14, 2019

- A Goal is the _____ of a person's ambition or _____; an aim or _____ result.
- Another word/words for 'goal' is/are _____
- 4 reasons we should set goals:
 1. Goals can _____ you.
 2. They _____ your success rate/achievement.
 3. You will increase your _____.
 4. You can reduce your _____.
- Goals without _____ are _____.
- _____ goals combined with great standards can convert our _____ into _____.
- Effective goals start with _____.
- Your _____ is what motivates you to succeed.
- There are _____ types of goals that we discussed today.
- *Below list the types of goals and then match them with (draw a line to) the corresponding descriptive noun.*
 - _____come goals
 - _____ goals
 - _____ goals
 - Standards
 - Results
 - Behavior
- When setting goals, you should _____ and choose the desired outcome. After that, you should _____ on the process and your performance.
- Anybody can choose an _____ goal, and that doesn't mean they will achieve it. But it takes _____, discipline, and _____ to do your _____ and _____ goals which will lead you to victory.

SMART Goals

Smart is an acronym that spells out

S- _____ The goal clearly defines the outcomes to be delivered. The who? What? When? Where? Why? Which?

M _____ and _____ The achievement of the goal can be objectively assessed and tracked according to pre-determined measurements. Milestones. How much? What percentage?

A _____/_____ The goal is challenging and motivating but also it needs to be attainable. You have to have the resources, time, and access to people, data, etc. to allow you to achieve the goal. Do you have skills and tools to accomplish this objective?

R _____ The goal should be reasonable, realistic and resourced, results-based; they go along with your mission and vision. Does it fit with your overall objective?

T _____-_____ Effective goals are ones that have a deadline. They follow a schedule.

Some leaders have expanded SMART to SMARTER

The **E R** stands for:

Evaluated and Reviewed – From time to time we should evaluate our goals to see if they are still working. As we review our goals take time to celebrate your accomplishments along the way.

- Additional Comments _____

