

# The Path to Goal Achievement: Goal, Plan, Do, Review and Revise

## Step #1: Set a **Goal** – something you want to accomplish

- Set a goal that is:
  - ✓ something you truly care about
  - ✓ challenging but within your reach
- Your chances of being successful increase when you:
  - ✓ imagine how you would feel if you accomplished your goal
  - ✓ write it down and post it in a prominent place

## Step #2: Develop a **Plan** for how to get from here to there

- Characteristics of a good plan:
  - ✓ *Specific*, with the steps you need to take, the resources you need to complete them, and the details of where and when you'll complete the steps clearly laid out
  - ✓ *Identifies obstacles and solutions* for addressing them
  - ✓ *Written down*

## Step #3: **Do** the Plan – put it into action

- To successfully complete a plan:
  - ✓ Stay focused; follow the plan
  - ✓ Remember what you need to do when
  - ✓ Manage your time and stay organized
  - ✓ Manage your stress
  - ✓ Ask for help when you need it
  - ✓ Stick with it until it is done

## Step #4a: **Review** and assess your progress

- What worked well?
- What got in the way? How did I respond?
- Did I follow my plan?
- What steps remain?
- What do I need to do next?

## Step #4b: **Revise** – take the next action steps, make a new plan, or set a new goal

- Look back, move forward
- Recognize change as a regular part of the goal achievement process
- Embrace change as a learning opportunity

