

CANADIAN FREELANCE GUILD

GUELPH-KW - JANUARY

GOAL SETTING

7 HABITS OF HIGHLY EFFECTIVE PEOPLE APPROACH

- ▶ Clarify Your Values
- ▶ Identify and Define Your Roles
- ▶ What is the One Thing With the Most Positive Impact
 - ▶ Professionally
 - ▶ Personally
- ▶ What Do You Want to Be, Do, and Have?
- ▶ Imagine Tribute
- ▶ Personal Mission Statement
- ▶ THEN Set Goals

SETTING GOALS

- ▶ Goals for Each of Your Roles - Some May Be Higher Priorities
- ▶ SMART Goals
 - ▶ Specific
 - ▶ Measurable
 - ▶ Attainable
 - ▶ Realistic
 - ▶ Time Bound - Deadlines or Ongoing

ACHIEVE GOALS - MONITOR

- ▶ Review Goals Weekly
- ▶ Plan Weekly Activity Based on Goals - Rocks Before Sand
 - ▶ It's Okay to Adjust Goals as Life Happens
- ▶ Adjust Plan Daily But Stay Focused
- ▶ Assess and Repeat Annually
 - ▶ Not a Pass/Fail Assessment