



## Casting a Vision: Begin with the End in Mind

When you look at your hopes and dreams for the future – where you want to be at some defined point in time – what do you see? Is the road pretty clear before you or is the fog too thick? Of course, no one has the power to fully predict their future, but those who cast a vision and do whatever it takes to achieve it have a better chance of predictable success and satisfaction as they look back from the vantage point of old age.

Casting a vision for your life simply means to decide what you ultimately want to do, have, and accomplish in life. Many people today know what they don't want in life, but they can't fully identify what they do want. Moreover, even if they knew what they wanted they too often couldn't identify how to get there. Some of the questions you will want to answer for yourself as you develop a vision for your own life will include:

1. *What do I want to achieve in my personal relationships with my friends, family and spouse?*
2. *What do I want to accomplish professionally?*
3. *How do I want to make a difference in my community?*
4. *Where do I want to live?*
5. *What kind of home do I desire to live in?*
6. *Where do I want to spend my vacations?*
7. *What special interests do I want to develop?*
8. *What do I want my financial picture to look like?*
9. *What kind of shape do I want to be in physically?*
10. *And, how can I develop my life spiritually?*

Having a vision involves knowing your desired destination as well as having a roadmap and compass to help you reach it.

So jot down the questions above and feel free to add any others that come to your mind. Write as many things as you can think of that define what you want and need in these areas of your life. The next step will be to divide each category into three columns: What am I currently doing to make this a reality? What am I doing to delay or prevent this from happening? And, What can I do to accomplish this?

Yes, that's a tough assignment, but living a satisfying life is a worthwhile goal. If you decide in advance where you want to end up, you'll be able to know where to start. Once you are able to answer the last question, What can I do to accomplish this?, use the **SMART Approach to Goal Setting** along with the objective and goal worksheets found below.

## The **SMART** Approach to Goal Setting

In order to set an effective goal you must describe it in as much detail as you possibly can. The more detail your goal has, the more likely you will achieve it. The specific “details” of an effective goal are found in the **SMART** acronym.

<b>Specific</b>	The goal must identify a specific action or event that will occur.
<b>Measurable</b>	The goal and its results must be quantifiable.
<b>Achievable</b>	The goal must be attainable given your available resources and circumstances.
<b>Realistic</b>	The goal must stretch you, but have a high likelihood of success.
<b>Timely</b>	The goal must clearly identify a specific time period for accomplishment.

Helpful tips for effective goal setting:

1. Identify several goals. Limit the number of goals you set at one time to three (3) to five (5). This will allow you to have a variety of goals to work on at one time without becoming overwhelmed or discouraged.
2. Write your goals as declarations of intention as opposed to items on a wish list. “I want to complete 3 scholarship applications” lacks punch! “I will complete three scholarship applications,” is intentional and powerful.
3. Give each goal a date. Identify what you will accomplish and the date by which you will accomplish it. An effective list of goals will include short term, medium range and long term goals. Your goal dates may range between three months to one year.
4. Be specific. “I will find a job” is far too general; “I will research and apply to three job openings before the end of the month” is much more specific.
5. Tell someone about your goals. Make sure to share your goals with someone you trust and who you know will support your effort. Stay away from the pessimists.
6. Put your goals in writing. Putting your goals on paper and posting them for regular review will significantly increase your probability for success. **You will find goal worksheets below for each domain of your life.** Begin the goal setting process by zeroing in on two or three areas of your life and identifying your overall objective for each area along with two or three *smart* goals. Be sure to use the **SMART Approach Goals Worksheet** for each one of your goals in order to help you stay motivated and to identify any roadblocks or challenges that may stand in your way of success.
7. Modify your goals as necessary. There are variables you cannot always predict that may interfere with reaching your goals. Be open to making changes as needed in order to keep your goals realistic and within reach.

**Objective:** A statement that identifies what you ultimately want to achieve by reaching your goals. Example: *“To obtain my Bachelor of Science degree in Software Engineering.”*

**Goal:** A *SMART* statement that identifies specific achievements intended to help you reach your objective. Example: *“I will complete 15 semester units during the next fall semester.”*

**Action Step:** A specific task that when combined with other action steps will help you achieve your goal. Example: *“Complete the math placement test by July 6, 2011.”*

# Personal Development Goals

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My primary Personal Development objective:

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Goal #1:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Goal #2:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Goal #3:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Professional Development Goals

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My primary *Professional Development* objective:

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Goal #1:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Goal #2:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Goal #3:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

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# Career Goals

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My primary *Career* objective:

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\_\_\_\_\_

Goal #1:

Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Goal #2:

Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Goal #3:

Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Recreation Goals

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My primary *Recreation* objective:

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Goal #1:

Goal #1:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

Goal #2:

Goal #2:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

Goal #3:

Goal #3:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

# Friend & Family Goals

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My primary *Friend and Family* objective:

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Goal #1:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Goal #2:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Goal #3:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

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# Spiritual Goals

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My primary *Spiritual* objective:

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\_\_\_\_\_

Goal #1:

Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Goal #2:

Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Goal #3:

Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_



# Parenting Goals

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My primary *Parenting* objective:

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Goal #1:

Goal #1:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

Goal #2:

Goal #2:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

Goal #3:

Goal #3:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

# Physical Environment Goals

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My primary *Physical Environment* objective:

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Goal #1:

Goal #1:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

Goal #2:

Goal #2:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

Goal #3:

Goal #3:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

# Special Interest Goals

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My primary *Special Interest* objective:

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Goal #1:

Goal #1:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

Goal #2:

Goal #2:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

Goal #3:

Goal #3:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

# Financial Goals

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My primary *Financial* objective:

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Goal #1:

Goal #1:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

Goal #2:

Goal #2:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

Goal #3:

Goal #3:	
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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 1:	Deadline: ____/____/____
Action Step 2:	Deadline: ____/____/____
Action Step 3:	Deadline: ____/____/____

## Significant Other Goals

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My primary *Significant Other* objective:

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Goal #1:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Goal #2:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

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Goal #3:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

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# Physical Health Goals

Name: \_\_\_\_\_ Date: \_\_\_\_\_

My primary *Physical Health* objective:

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Goal #1:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Goal #2:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Goal #3:

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Action Step 1:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 2:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action Step 3:

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**SMART Approach Goals Worksheet**  
**(Specific, Measurable, Achievable, Realistic, Timely)**

Complete this worksheet for each of your goals.

Goal Statement:

Why is this goal so important to your success?

Why do you believe you can accomplish this goal?

What resources can you leverage to achieve your goal?

Challenges:

Solutions: