

Setting Goals: Road Map to Success

To know where you're going in life, it's important to decide in advance how to get there. Goals are signposts on the highway to the future. They serve as your road map to personal and career success. By keeping a definite goal in view, you can steer all your energies to it.

Some suggestions for setting goals:

- 1.) Choose goals that are important to you, that can help you achieve personal balance.
- 2.) Put your goals in writing. Seeing your goals down on paper encourages you to be serious about making them happen.
- 3.) Keep your list short. Too many goals at once may overwhelm your good intentions.
- 4.) Divide goals into short, medium, and long-range plans.
- 5.) Make others aware of your goals. Family, friends, and teachers can help you reach them.
- 6.) Visualize achieving your goals to give yourself a sense of excitement and further inspiration.
- 7.) Review goals often; make larger goals easier to achieve by breaking them down into small steps.
- 8.) Celebrate when you reach a goal or any step along the way, for showing determination and follow-through.