

Intentional Goal Setting Process

Step 1: Reflections on what went well in 2020 and what you hope goes well in 2021

The accomplishment I am most proud of professionally in 2020 is...

The accomplishment I am most proud of personally in 2020 is...

The accomplishment I am most proud of in my most significant relationship in 2020 is...

What is the one thing that, if I STOP doing it in the next 12 months, will make me more effective in my role as a leader at work?

What is the one thing that, if I START doing it in the next 12 months, will make me more effective in my role as a leader at work?

What are my self-limiting beliefs that are preventing me from achieving what I want and need to achieve?

Outlook for 2021

If we were having a discussion a year from now, and I was asking you to identify your finest moments of 2021, what do you **hope** to be able to name as...

The accomplishment you are most proud of professionally in 2021

The accomplishment you are most proud of personally in 2021

The accomplishment you are most proud of in your most significant relationship in 2021

Step 2: Goal setting

Instructions for setting effective goals. Make sure that your goals fit the S.M.A.R.T goal format.

Your goals should be:

Specific (not vague or general),

Measurable (you must be able to easily measure whether you hit the goal or not),

Achievable (the goal must be possible, considering the time and energy you are willing to devote),

Relevant (the goal must be in alignment with what you actually want in life)

Time-bound (the goal must have a very specific deadline)

If you want more help in setting effective goals, google "Forging Leaders SMART" and read our article that will walk you through the SMART goal setting process.

