



Goals big and small can be the stepping stones to a happier life and the way we set them can make a difference to achieving them. Find out how in the adjacent section.

TIPS FOR DECEMBER WELLNESS

Setting Lifetime Goals

The first step in setting personal goals is to consider what you want to achieve in your lifetime (or at least, by a significant and distant age in the future). Setting lifetime goals gives you the overall perspective that shapes all other aspects of your decision making. To give a broad, balanced coverage of all important areas in your life, try to set goals in some of the following categories:

- Career
- Family
- Physical
- Financial
- Artistic
- Pleasure
- Education
- Attitude
- Public Service

Spend some time brainstorming these things, and then select one or more goals in each category that best reflect what you want to do. Then consider trimming again so that you have a small number of really significant goals that you can focus on.

Setting Smaller Goals

Once you have set your lifetime goals, set a five year plan of smaller goals that you need to complete if you are to reach your lifetime plan. Then create a one year plan, six month plan, and a one month plan of progressively smaller goals that you should reach to achieve your lifetime goals. Each of these should be based on the previous plan. Then create a daily To Do List of things that you should do today to work towards your lifetime goals. At an early stage, your smaller goals might be to read books and gather information on the achievement of your higher level goals. This will help you to improve the quality and realism of your goal setting.

Future Tips for Setting Goals

State each goal as a positive statement. Express your goals positively.

Be precise. Set precise goals, putting in dates, times and amounts so that you can measure achievement.

Set priorities. When you have several goals, give each a priority.

Write goals down. This crystallizes them and gives them more force.

Keep operational goals small. Keep the low level goals that you're working towards small and achievable.