Goal Setting
Learn Now Guide

Learn on your own

- **Write SMART** (Specific, Measurable, Attainable, Realistic, and Time-based) goals. This article can help you learn how to set and achieve goals to help you be more successful.

- **Achieve more at work and in your personal life by learning how to write and set** **SMART goals** in this Lynda.com playlist.

- **Improve your goal writing, setting, and achieving** by viewing these examples of SMART goals.

Learn from others

- **Boost your goal setting skills** by asking a colleague, coach, or mentor who has experience with setting goals to assist you in writing your goals or to review your current goals.

- **Increase your skills in writing, setting, and achieving goals** by asking to discuss a colleague’s goals. Make sure the person is comfortable with the conversation before one who successfully demonstrates these skills daily.

Learn by doing

- **Start developing your career by setting goals** using the worksheet below.
  
  - Goal Setting worksheet
  
  - Example: Presentation Skills Goal Setting