



# 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](#)