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# 4 STEP GOAL SETTING PROCESS

01

## STEP ONE

**IDENTIFY A GOAL** THAT IS ACHIEVABLE, (CHALLENGING BUT DOABLE), BELIEVABLE (REALISTIC) AND ONE YOU WILL BE COMMITTED TO ACCOMPLISHING (IT MATTERS TO YOU).

02

## STEP TWO

**CLEARLY WRITE A DETAILED GOAL** WHICH INCLUDES WHAT, BY WHEN, AND WHY YOU WANT TO ACCOMPLISH IT. VISUALIZE YOURSELF ACHIEVING IT. PRINT AND POST IT ALL AROUND YOU!

03

## STEP THREE

**CREATE ACCOUNTABILITY** WITH FAMILY, FRIENDS OR YOUR AIS ADVISOR AND WITH YOURSELF TO REGULARLY CHECK IN ON YOUR PROGRESS AND TO KEEP YOU MOTIVATED.

04

## STEP FOUR

**REVIEW AND ADJUST** AS NECESSARY. STRIVE FOR PROGRESS OVER PERFECTION. NO MATTER WHAT DON'T QUIT!

"Whether you think you can or cannot, you are right".

-Henry Ford



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MY MOST IMPORTANT  
**GOAL**

A spiral-bound notebook with 12 blank horizontal lines for writing. The notebook is oriented vertically and has a black border. The spiral binding is at the top, with 12 metal rings. The lines are evenly spaced and extend across the width of the page.

**SMART Goals Are:**

Specific, Measurable, Achievable, Realistic and Timely

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