

Brainstorm and Prioritize to start

# Creating Your Goals



Goals are intended to focus attention and resources on what is most important so that you can be successful in achieving your priorities.

## **Goals** commonly help you...

- Increase something
- Make something
- Improve something
- Reduce something
- Save something
- Develop something (including yourself!)

With so many different things we may want to achieve, it can be hard to know where to start. So, let's start by thinking about your job and things you're responsible for.

## **STARTING Line**

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*Thinking about your whole job and the results you are accountable for, what are some of your broad areas (or "buckets") of responsibility? List these below*

# Brainstorm your GOALS

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*Now that you've created your buckets of responsibility, develop a goal statement for each bucket.* When developing your goal, focus on the end results and not tasks.

## Top PRIORITY

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*Having too many goals can make it really difficult to focus.* Take a moment to prioritize the goals you brainstormed by ranking them. We recommend thinking about the goals that you feel will provide the most value/largest impact on yourself, your team, or the company. Then select 1-2 goals to focus on first.