

## How to set goals & plans? Dreams vs. Plans

Doroti Organization for Humanitarian Services, Inc.

### Dreams vs. Plans

- Do you have an OBJECTIVE?
- Are you clear about your main objective?
- Have you thought about what you want to be in five years' time?

#### ➤ DREAM vs. PLAN

- If you have that DREAM, a PLAN is the map that gets you there
- Write down your dream to COMMIT to it
- If you want to succeed, you need to set GOALS, because without them you lack focus and direction

#### ➤ THE FIVE GOLDEN RULES

- Set Goals that motivate you.
- Set smart Goals.
- Set Goals in writing.
- Make an Action Plan.
- Stick with it!

#### ➤ SET GOALS THAT MOTIVATE YOU

- Is it important that they motivate you?
- Are there values in achieving them?
- Do they fit in with the larger picture.
- Motivation is a key to achieve goals

#### ➤ FOCUS ON THEM

- Set priorities in your life. Having too many goals could mean you do not accomplish any.
- Commitment to maximize the likelihood of success.
- Use an "I must do this" attitude.

## ➤ SET SMART GOALS

- Be specific.
- They must be clear (well-defined).
- Make it easy as you can to get where you want.
- They should be measurable.
- Be precise in dates and time.
- Benchmarks: Know what you will have to do to have been successful in one month, or a year, etc.
- Measuring your success lets you know when you have reached benchmarks in achieving your goals
- Goals should be attainable.
- Make sure it's possible to achieve.
- You have the tools and the resources to achieve it.
- Be confident and believe in yourself

## ➤ SET SMART GOALS

- Make sure they are relevant.
- That is, they should be relevant to the direction you want your life / job to take. Make them serve the purpose you have chosen for your life.
- Goals are time-bound.
- They must have a deadline
- A sense of urgency increases progress.

## ➤ SET GOALS IN WRITING

- Your plan must be written.
- Writing down a goal makes it real and tangible.
- No excuse for forgetting about a written goal.
- Insist on achieving your goals and stick with their written plans.
- Stop dreaming and take action.

## ➤ MAKE AN ACTION PLAN

- Stay focused on the outcome.
- Write down steps to achieve your goals.

- Chart your progress towards your ultimate goals.
- Stick with it. Remind yourself to keep on track and review your goals.

## ➤ KEY POINTS

- Goals setting is much more than simply saying you want something to happen. Unless you clearly define exactly what you want and understand why you want it in the first place, your odds of success are considerably reduced.
- By following the five golden rules of Goal setting, you can set goals with confidence and enjoy the satisfaction that comes along with knowing you achieved what you set out to do.

## ➤ Accomplish

- So, what will you decide to accomplish today?