

Goal Setting Basics

Goals

measurable achievements accomplished by a specific time

Objectives

specific, measurable, short-term expectations

Short-term Goals

goals achieved over a period of time occurring in the year

Long-term Goals

goals achieved over an extended period of time, typically one or more years

Personal Goals

goals involving personal traits, desires, habits and/or feelings

Business Goals

goals involving the success of a company or organization

Qualitative Goals

goals interpreted through how well a task is completed

Quantitative Goals

goals analyzed over an amount or quantity

SMART Goals

goals which are specific, measurable, attainable, realistic and time-bound

Ambition

willingness to work for success

Persistency

act of continuing to work despite the challenges

Tactics

specific action completed to achieve an end result