GUIDELINES FOR SUCCESSFUL GOAL SETTING:

1. Make sure the goals are YOURS. (Not your parents' or friends'.)

2. Make your goals CHALLENGING but REALISTIC.

3. Make your goals SPECIFIC. Vague and general goals like "I want to run fast" are not as helpful as "I want to run the 300 shuttle in 65 seconds."

4. Make the goals MEASURABLE. You have to be able to specifically monitor your progress.

5. Make your goals COMPATIBLE. (A goal of wanting to build up your speed and endurance is not compatible with a goal of doing extra wind sprints once a month.)

6. Your goals should be FLEXIBLE to allow for CHANGES. (If you set a goal too high or low, you need to be able to make the appropriate adjustment. Remember, your goals should not be etched in stone, they should serve as general guideposts for your efforts.)

7. Set a TIMEFRAME or TARGET date for each goal. (Time pressure will help you stay motivated towards completion.)

8. Put your goals in WRITING. (Write down your goals, sign them, and keep them continually in front of you. This will help you make more of a commitment to working on them.)

9. PRIORITIZE your goals. (Arrange the goals in relation to their importance to you and your long term objective.)

10. Find a SUPPORT and feedback person. (Listen to constructive directions.)

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