

A Benefit For You

BEST CARE EMPLOYEE ASSISTANCE PROGRAM



EAP NOTES

Ready. Set. *GOALS!*

A journey of a thousand miles begins with a single step.

~ Chinese Proverb

It's the time of year when we want to refresh and start new. Often this includes setting personal and professional goals. The process typically starts with creating a list of goals that may include exercising and eating healthier, maintaining a budget, increasing productivity or spending more time with family. Unfortunately often a strong start begins to dwindle sometime around March. However, in 2003 things can be different! Successful goal setting can be accomplished by following a few simple tips.

- ✓ **Identify your goal.** Spend some time thinking about what it is you want to accomplish. Then make it real by writing it down. Include the benefits associated with achieving your goal. If you're really feeling motivated, identify goals for different areas of your life: career, family, financial, health, personal.
- ✓ **Determine a realistic timeline.** The amount of time you allow yourself to accomplish your goal will either make it or break it. Too much time makes room for procrastination. Too little time will cause undue stress. The key is to truly understand your goal and allow yourself a realistic amount of time.
- ✓ **Evaluate your progress.** Spend a few minutes each day nurturing your goal. Identify at least one thing you can do that day to achieve your goal. Even a small step in the right direction will aid your progress.
- ✓ **Persevere and Celebrate!** Persistence and a positive attitude are key to accomplishing your goal. Never quit, even in the presence of setbacks. Then sit back, celebrate and enjoy!

Make sure your goals are SMART.

Specific

Measurable

Attainable

Relevant

Timely

Source: *Jim Bickford, The American Dreams Collection*

If you would like help setting and attaining your goals, your Best Care EAP can help. A professional counselor will help you achieve greatness! For a confidential appointment, please call (402) 354-8000 or 800-666-8606.

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