Set goals from main categories in addition to your normal goals:

- **[Chaos]**   Problems with relationships, dirty / unorganized areas of your house, books you don't plan to read again, grime in the bottom of the freezer.

- **[Outreach]**   Show concern, offer help, give thanks, or just recognize something in someone else. People contact.

- **[Success]**   Something that will enhance your level of success: one small step closer to more wealth, greater returns, higher efficiency, less debt.

- **[Learning]**   Pick a topic or subject and get one step closer to learning more about it.

- **[Fun]**   Something special, creative, entertaining, or just plain different for you. Let your mind free!

- **[Family]**   Do something extra special with, for, or around your family. Letter, phone call, email, dinner.

- **[Health]**   One step closer to living a healthier life. Eat a little less fat, a little more green, 5 more minutes of exercise, 15 more minutes of sleep, 20 minutes less TV, 15 minutes more "outside time".

- **[Faith]**   Something that will enhance your spiritual life. 5 minutes of meditation or reflection, an extra prayer for 1 more person, say grace in public, say a quick prayer when you get frustrated.

"SMART & RED-E" Goals:

- ✓ **(S) Specific and Simple** 5 W's (who, what, when, where, why)
- ✓ **(M) Measurable**   How much/many? How to know when done?
- ✓ **(A) Attainable**   How can it be accomplished?
- ✓ **(R) Relevant**   Does it seem worthwhile?
- ✓ **(T) Time-framed**   When due? What can I do today? 1 week? 1 month? 6 months?

- ✓ **(R) Reward**   Something you can do for yourself, related to the goal
- ✓ **(E) Ecology**   How will this goal affect other things?
- ✓ **(D) Degrees**   Specify achievement degrees:
  - o   Base   the minimum you must get done to complete the goal
  - o   Normal   a medium level of achievement or what you expected to achieve
  - o   Ultimate   the extraordinary level goal you could only dream of accomplishing
- ✓ **(E) Evaluate**   Plan to review progress / performance. What lessons learned?

Goal Setting Hints:

- Use positive, goal-oriented language (use "what you want" vs. "what you don't want")
- Come up with a 70% "sub-step" path to goal completion list of sub-SMART & RED-E steps
- Make time-framed data specific ("Dec. 31" instead of "by year's end")
- Goals are better when brief - keep it concise and sticky, if you can
- Do not use 'and' - that combines two goals that need to be separate
- Aim for intended results, not the formula to get there ("raise to $40,000" instead of "10% raise")
- Draw out imbedded repetition ("read 12 books this year" vs. "read a book per month" - no 'per')