



HEALTH RESOURCES EAP Presents: Ways To Begin The New Year Successfully Accomplishing Realistic Goals

Do you find it easy to set goals but not so easy to follow through? To accomplish a goal, you must first set a goal that is realistic and then have a concrete plan for achieving it. Review the following steps and their examples, then try it with a goal of your own.

Plan For Success

Goal:

Steps:

Starting Point:

Goal Modifications:

Deadline:

1. Keep it simple and specific: Define the goal as clearly as possible. *Example: I want to save up for a new car is too general. How much money do you want to save? What kind of car?*
2. Break it into small steps: How will you have accomplished the goal you have chosen? Again, be specific. *Example: I will bring lunch from home instead of buying lunch at work. This will save \$50.00. I will quit smoking. This will save another \$50.00.*
3. Choose a Starting Point: Often goals are thought of as something to be tackled sometime in the vague future. Even if you can not start right away, choose a starting date and stick to it. *Example: I will begin in January, when I have paid off the holiday bills.*

If you become frustrated or need additional direction, Health Resources EAP counselors often meet with people who are working hard to obtain personal or professional goals. We are available 24-hours a day, 7-days a week. Call **1.800.451.1834** to speak with a counselor.

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