

# EMPLOYEE ASSISTANCE PROGRAM



## GOAL SETTING FOR SUCCESS

If you want to be successful in achieving your goals, the first step is to prioritize what is most important to you. How motivated do you feel to put in the necessary work? How much time do you realistically have to devote to the goal, and will others support you in your efforts? Ask yourself these questions to narrow your focus.

### WHETHER THE SPECIFIC GOAL IS SOMETHING YOU CAN ACCOMPLISH IN THE SHORT RUN, OR SOMETHING LONGER-TERM, TRY THESE TIPS:

- **Put the goal in writing and post it where you can see it every day.** You may have your goals in your head, but putting each one in writing defines it and makes it real. Use the phrase "I will" and not "I want to" or "I plan to." For example, if your goal is to pay off a credit card this year, write "I will pay off the balance of my Visa by (specific date)."
- **Make your goal a SMART one.** In other words, be **specific** about what the end result will be and make it **measurable** (how will you know when you have achieved the goal?). It must be **attainable**, important or **relevant** to you, and **timely**. Write down the steps you'll need to take to achieve the goal. In the credit card example, be specific about how much you will pay toward the bill each month. Set up a chart with the dates and payment amounts, and track your progress monthly.
- **Visualize success.** Picture yourself achieving the goal. How does it feel? How will your life be different or better? Visualizing your achievement should excite you and motivate you to take action steps.
- **Share the goal with others who are supportive of your efforts.** Sharing your goal with others, such as friends and family, can keep you inspired and accountable. Review milestones and brainstorm ways around any barriers you may encounter.



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

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1-866-EAP-4SOC (1-866-327-4762)

TTY USERS SHOULD CALL: 1-800-424-6117

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