

Think on Paper

Translate Your Goals Into Action



Become 25% more effective
with SMART goals!

Write it, accomplish it

Have you lost focus of what is most important to you? Do you have setbacks that prevent you from achieving your goals? When you align your goals with your values and put those goals in writing, you gain impressive results. Setting and achieving goals requires a written plan that includes reasonable and measurable long-term and short-term objectives. It means setting SMART goals—goals that are **Specific, Measurable, Achievable, Realistic** and **Time Bound**.

Who should attend

This program can be tailored for all employees. **Think on Paper** is especially helpful to individuals or teams who feel overwhelmed or unfocused or who want to examine what is really important.

What you will learn

Our values give meaning to our life and work and provide personal fulfillment. Knowing the values that are most essential to you will enable you to make the best choices and help you keep your life in balance.

In this program you will:

- ◆ identify your essential values
- ◆ determine if your current goals provide the opportunity to attain your values
- ◆ set SMART goals that are compatible with your values
- ◆ translate your SMART goals into an action plan

Program format

Think on Paper: Translate Your Goals into Action is a hands-on workshop that enables participants to create a stronger balance in their professional and personal pursuits. Using an *Invest in Your Values* self-assessment instrument, participants will prioritize what is important to them. The program includes a formula for writing SMART goals and a personal action plan for achieving goals and leading a more balanced and productive life.

To register, contact:

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