To set effective goals, you must first understand your principles and values. This is a deep- thinking exercise – take your time. For support, [click here](https://www.chrisbergen.blog/how-to-define-principles-and-core-values/).

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| **Principal** | Communicate Effectively |
| **Values** | Speak only to add value* Don't posture or try to sell myself
* Listen twice as much as I speak
* “Seek first to understand; then to be understood”

Don't get hurt by the words or actions of others* Seek to control only what is in your sphere of influence
* Seek to understand what the other person may be feeling or going through
* Know that words or actions that result of anger, pain or frustration are a person’s response to their own emotions, and have nothing to do with you
* Forgive easily

And so on…* Key point 1
* Key point 2
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| **Principal** | Always Focus on Results |
| **Values** | Focus on the task at hand* Whatever you are working on, focus 100% on that task, not the future, or ensuing tasks
* Thinking of the future, and planning and organizing tasks to achieve future goals takes place around the task, not during it

Be goal oriented* Make progress towards long term goals each day
* Finish what I have started before I start something new
* Evaluate my goals weekly and make adjustments
* Include my spouse; have goals that include and benefit both of us

And so on…* Key point 1
* Key point 2
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