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 |