Goal Planning

To achieve a goal or vision you must have a plan about how to make it happen. A goal without a plan will remain just a goal or a vision – you need a plan to make it a reality.

Goal planning template

1. Write down your aim or vision. Describe it. Define it clearly so a stranger could understand it and know what it means.
2. Attach some measures or parameters so you can prove that you have achieved it.
3. Commit to a timescale.
4. Identify what **factors** would directly cause the aim to be achieved.

My aim/vision/goal	Measures	Timescale

In order to achieve your goal it is important you consider the factors which will influence this. These could be either *enabling* or *de-railing* factors. These could include things such as:

Resources	*Commitments*	*Contacts*	*Tools*
Mistakes	*Re-direction*	*Style*	*Knowledge*
Enthusiasm	*Attitude*	*Skills*	*Experience*
Time & space	*Support*	*Decisions*	*Reputation*

Ask yourself:

- *What factors could either enable or de-rail my goal?*
- *How can I optimise the enabling factors?*
- *How can I avoid the de-railing factors?*

Do thorough research and brainstorm with peers or colleagues to help identify and define these factors. Then you can set small tasks to help you achieve these enabling factors and in turn your goal.

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Track your enabling or de-railing factors and plan how you will achieve (or avoid) them, including measures of success and by when.

Enabling factors / de-railing factors to action	Measures	Timescale

Once you have a defined list of actions to enable and avoid you can translate this into a Gantt chart to track and monitor your progress. More information on gantt charts can be found in the under *Consider the thoughts and expectations* of others tab of the Imperial Expectations resources page.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Project Title	w/c date	w/c date	w/c date	w/c date	w/c date	w/c date	w/c date	w/c date	w/c date	w/c date	w/c date	Owner	Notes	Stakeholders
2		Annual Leave Dates						Christmas								
3	1	Task														
4	2	Task														
5	3	Task														
6	4	Task														
7	4	Task														
8	5	Task														
9	6	Task														
10	7	Task														
11	8	Task														
12	9	Task														
13	10	Task														
14	11	Task														
15	12	Task														
16	13	Task														
17		Important Project Dates to remember:														