

Ask Questions

To help others achieve their goals, ask questions. That's right—instead of giving suggestions, ask questions. Use GROW (Goal • Reality • Options • Will dos) as a framework for your questions:

- **Goal:** What's your goal?
- **Reality:** What's going on? How do you feel about this? What are some other ways to look at this? What helps you achieve your goal? What hinders you?
- **Options:** To achieve your goal, what do you need to keep doing? start doing? stop doing?



Take steps to achieve your goals: Write them down, take one or more action steps on each goal every week, and regularly talk about your progress with a friend.

Want to Achieve Your Goals?

Goals help. Goals help you get focused, get energized, get organized, and know what to say “yes” and “no” to.

But having goals is not enough. You don't just want to have goals—you want to achieve goals. You want to achieve your goals in order to pursue your God-given calling. Is there something you can do to increase the likelihood you'll achieve your goals? Yes!

These four steps can help:

1. **Pray.** Ask God to guide you as you select goals and to provide the support, encouragement, and accountability you need to achieve your goals.
2. **Put your goals on paper.** Write them down. The act of writing your goals down will deepen your commitment to them. And if you write your goals down, you can easily review them.
3. **Take one or more action steps on each goal every week.** And make sure each action step is SMART (Specific • Measurable • Attainable • Relevant • Timebound). The SMARTer your action step, the more likely you'll complete it.

**The SMARTer your action step,
the more likely you'll be
to complete it.**

For example, imagine your goal is managing your email. Instead of identifying your action step as “only working on email at certain times,” identify your action step as “doing email for 30 minutes two times per day (11:30-12:00, 4:00-4:30), starting Wednesday.”

4. **Reflect on your progress with a friend each week.** Tell your friend the progress you've made on each action step and what your action steps are for the coming week.

Work on your goals. Today. To learn more, visit <http://closethegapnow.org>

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