

A goal is an intention you set to achieve a particular outcome.

A properly set goal is:

- **Clearcut:** The result is objective; *anyone* could determine if it has been achieved.
- **Doable:** You are morally certain it is possible for *you* to achieve it.
- **Important:** *You* believe it is worth the effort it will take.

How do you ensure you have objective self-awareness with respect to a goal?

- **Knowledge:** What do you know about how to do this? What are the obstacles (real and potential)? What consequences can you predict?
- **Skill:** Have you done this before? What skills are already automatized? What skills will need to be developed? How will this impact the time it takes to achieve the goal?
- **Values:** What deep values does this goal foster? What values will conflict with the pursuit of this goal? How will this shift my value hierarchy?

Four basic types of goals:

	Short Term	Long Term
“Enders” (Do it once, and it’s done)	Task (one step) or Key Result (multiple steps) < 2 weeks <ul style="list-style-type: none"> • Concrete and specific • Effort needed is well-defined • Short term value is clear 	Goal Initiative (growth goal) > 2 weeks <ul style="list-style-type: none"> • Can be vague or abstract • Requires experimentation • High priority, open-ended effort
“Repeaters” (Do it again and again)	Push (< 3 months) <ul style="list-style-type: none"> • Actions are clearcut • Systematic effort is needed • Significant value will result from completion 	Infrastructure (permanent) <ul style="list-style-type: none"> • Actions are well-practiced • Consistency is needed • A permanent change in value hierarchy is intended