**Objective 3.01 Outline**

1. Set personal goals (PD:018; PD LAP 16, QS LAP 22) (CS)
   1. Define the following terms:
      1. Goals: An observable and measurable end result having one or more objectives to be achieved within a more or less fixed timeframe.
      2. Short-term goals: Objectives that take less than a year to achieve. (PD LAP 16)
      3. Long-term goals: Objectives that will take a year or more to reach. (PD LAP 16)
   2. Steps for setting goals:
      1. Identify your goal by writing it down.
      2. Set a deadline for the achievement.
      3. List the obstacles to overcome in accomplishing your goal.
      4. List the skills and knowledge required to reach your goal.
      5. Develop a plan of action to reach your goal.