# Top Tips for Setting Goals for the New Year

## Achieve more goals using these tips. Boost your career!

It’s the end of the year, and many of us may be starting to think about goals for the 2021. Some of you may be wondering how best to set goals to make them effective and achievable.

Here are some of my favorite tips:

1. Think about what your long term goals are for your work

- What’s your ideal job or position in 2 or 3 years time?

- Then set shorter goals to get there

2. Set shorter term goals.

- Instead of setting year-long goals, set goals for shorter time periods, like three or six months.

3. Set about 2 goals for each term.

- Break these goals into manageable weekly pieces to complete

- For example, if you want to go from litigation practice to corporate, then your goal for one term can be to take on at least one corporate type project. Ask around see who has project for you.

4. Write out your goals and review them once a month.

5. Think about what relationships need to be refreshed.

6. Think about who you want to meet in 2021. Make a list of two to three people.

7. Have a buddy to hold you accountable. Do monthly check-ins.