



## Goal Setting Template: Business Etiquette Workshop and Beyond

This goal-setting template is crafted to assist you in setting clear, actionable goals for improving your business etiquette skills during the workshop and implementing these skills in your daily professional life.

### Instructions:

1. Specific: Clearly define what you want to achieve.
2. Measurable: Determine how you will measure success.
3. Achievable: Ensure the goal is attainable with your resources.
4. Relevant: The goal should align with your broader professional objectives.
5. Time-bound: Set a deadline for achieving the goal.

### Goal Setting Example:

- Goal: Improve active listening skills to enhance team communication.
- Action Steps:
  - Attend the active listening segment of the Business Etiquette Workshop.
  - Practice active listening in every meeting by summarizing points before responding.
- Measurement: Receive feedback from team members on improved communication by the end of the quarter.
- Deadline: MM/DD/YYYY

Your Goals:

Goal Description	Action Steps	Measurement	Deadline

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**Reflection and Adjustment:**

- Regularly review your goals and progress.
- Adjust your action steps as necessary based on feedback and experiences.

This goal-setting template is a dynamic tool that should evolve as you develop your skills and gather more insights into what techniques work best for you in the realms of professionalism, civility, and effective communication. Use it as a living document that guides your ongoing professional development.