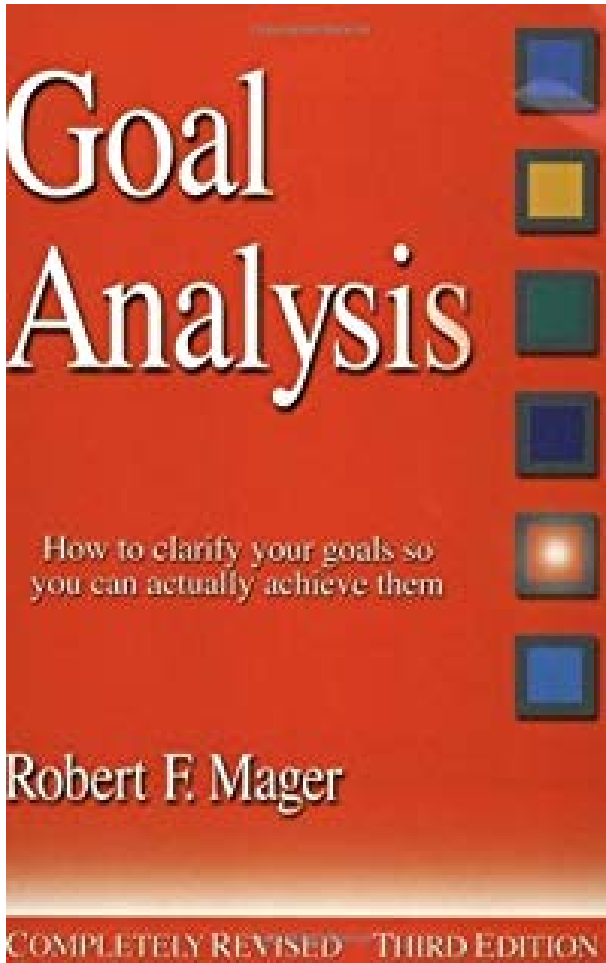


# Goal Analysis: How to Clarify Your Goals So You Can Actually Achieve Them



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To achieve useful goals, those goals must be translated into specific, observable, desired performances. The new and completely revised Third Edition of Goal Analysis gives you a concise, simple, step-by-step process for doing so. It shows you how to: Discover the meaning of vaguely stated goals, decide what steps are appropriate for achieving those goals, and recognize and demonstrate achievement of your goals. This revised Third Edition includes four new chapters, over 50 practice exercises to sharpen your skills, a dozen diagrams and graphs to help you understand the process and a new index for easy reference. You'll find this technique so useful that you'll use it not only with colleagues, managers and students, but with friends and family as well.