

Goal Setting Guide



Goal Setting

What are Goals?

"Goals are broad statements of purpose, they refer to an ongoing process, a challenge that's meant to stretch our limits" (p. 184) Sukiennik, D., Bendat, W., & Raufman, L., 2004.

There are two kinds of goals, long-term and short-term.

Long-term goals are our larger dreams, the things that get us so excited we long for their achievement.

Short-term goals are those action steps that will lead us to our long-term achievements.

Since our long term goals are where we ultimately want to end up, it's rather important that our short-term goals support our long-term achievements and that they are both working together.

Here's an example:

If your dream is to become a graduate of your local college and go on to get your Bachelors degree, but your short term goals are not leading you to spend more time studying then you can just about bet you're going to have some type of struggle between what you desire and actually achieve. Essentially you're planning long term for one thing, yet taking steps in an all-together different direction.

A much more effective solution would be to work backwards where after outlining your longer term goals you start looking towards more immediate steps you can take that will lead to the overall outcome.

How to write a goal statement?

Decide what you want to do with your life? Think in terms of intention statements. Your intention statements describe where you want your life to go career wise.

Examples: I want to become a nurse.
 I want a job where I can help the homeless.

You are more likely to get to that place if you formally state your intentions to get there.

Using SMART principles to write short-term goals

Your short-term goals/action steps should include the following:

- Specific* Make your goal statement focused and clear.
- Measured* The best goals can be measured. This means they contain a value against which you can measure your progress.
- Accepted* You must accept your goal as your own.
- Realistic* Your goal must be reachable. Reach high but don't set yourself up for failure.
- Timed* Make sure your goal is set within a time frame. Set a limit for the goal. It may refer to the number of times you will do something or the date by which you intend to accomplish it.

References

- Clason, M.A. & Beck, J.A. (2003). *On the edge of success* (5th edition). Belmont, CA., Thompson Wadsworth.
- Sukiennik, D., Bendat, W., & Raufman, L., (2004). *The Career Fitness Program*, 7th ed. Prentice Hall.

PERSONAL ACTION PLAN

LONG TERM GOAL:

Statement of purpose, an ongoing process, a challenge that's meant to stretch our limits.

SHORT TERM GOALS:

To achieve this long term goal, brainstorm all possible activities and steps that you will take - just list at random, not in any particular order. This means that for 10-15 minutes, think of and write down all activity possibilities that come to mind.

BARRIERS:

What might keep you from reaching the above-mentioned goals (barriers)? What resources could you use to help you overcome each barrier? What actions might you take to remove each barrier?

Barrier	Brainstorming Resources	Possible Actions
1.		
2.		
3.		
4.		
5.		
6.		
7.		

PRIORITIZED ACTION STEPS:

In this next step, order activities to be completed under each time frame and then prioritize each.

Within 9 months, I will: **Projected Completion Date**

- 1.
- 2.
- 3.

Within 6 months, I will:

- 1.
- 2.
- 3.

Within 3 months, I will:

- 1.
- 2.
- 3.

Within 1 month, I will:

- 1.
- 2.
- 3.

ACTIVITIES:

Now place prioritized activities on activity list with a projected completion date. Be sure to include the training, you will need (starting from today), the job search and etc. Some examples of activities would be to talk to experts in the field, take courses, sign up for internship or co-op, save money, investigate financial aid possibilities, etc.

Activity	Date I Will Complete It
1.	
2.	
3.	
4.	
5.	
6.	
7.	