Goal Setting Workshop
Goal Setting

“When you’re stuck in a dark place and you suddenly see a light, you immediately begin to follow it. That’s why setting goals is important.”

- Rosalyn Mosley

“A dream is just a dream. A goal is a dream with a plan and a deadline.”

- Harvey Mackay
What Are Goals?

Goals are what we want to attain or have.

Goals are also what we want to achieve.
Empower Yourself with Goals

• When you achieve your goal you feel great about yourself!

• Setting goals is a powerful activity.

• It gives you focus.

• When times get tough it keeps you going.

• When you feel afraid you can focus on goals, not on the current dilemma or yourself.

• We remember what is important and what just gets in the way. We can sort through the garbage.
Why Set Goals?

• You put yourself in control, not others. You are an adult and you must make the transition from being told what to do by others to telling yourself in an intelligent way what to do. That is a skill that is not easy to do.

• Goals keep you from being too hard on yourself.

• Goals keep you motivated.

• Goals make you better at performance in all areas of life (personal, academic, career, etc.)
The last class we had discussed goals. This was actually a very helpful topic for me. I will be honest that at first I thought it was going to be a waste of time, but then I tried to set goals for myself and I am already seeing results. I set a goal to get an A in my business communications and I am doing very well already and I can see that I am far more dedicated to this class than I have ever been before. I am going to see my goals every day because I have them posted on a sheet of paper by my light switch. So every time I exit my room I can read them and ask myself what I have done that day to help reach those goals. I have always known that I can do everything that I want to, but sometimes I have trouble keeping myself motivated. Having these goals set up on paper is almost like having my conscious making me feel guilty when I do not fulfill my goals. I now know that I can do anything that I set my sights on.
Goals Should Be...

Long term - 1 year to 5 years or longer
You might call these focused dreams. (Remember, they have a plan and a deadline.)

Short term – Take the long term goals and break them down into shorter steps.
1 – 6 months or a semester

Objectives – Take the short term goals and break them down into steps again.
1 week to 1 month
Goals Should Be...

• **Realistic, Achievable, and Challenging**

  “I will get straight A’s every semester in college.”

  *Change this to...*

  “I will keep a 3.0 GPA throughout college.”

  Make up a realistic and challenging goal now.

  “________________________________________.”
Goals Should Be...

- Flexible
  - “I will go for a 20 minute, 3 mile run every day at 3:00 or I will not eat dinner that night.”

  Change to...

  “I will run for 20 minutes 4-7 times a week in the afternoon before I eat dinner.”

  (No punishment in your goals)

Make up a flexible goal now.

“________________________________________.”
Goals Should Be...

• Precise and Measureable
  – “I will finish college and get a job.”
  
  Change to...
  – “I will finish college in 2016, taking 15-17 units each semester, getting a full-time job after graduation.”

Make up a precise and measurable goal now.

“__________________________________________________________.”
Who Will Help Me?

- Make sure you include in your goal who will help you achieve the goal.
- We cannot do it all on our own. Big mistake.
- We are interdependent. Civilization is built on it.

“I will get a ‘B’ in all my classes this semester by going to tutoring once a week.”


## ELEMENTS OF A GOAL

<table>
<thead>
<tr>
<th>Specific</th>
<th>Describe goal in detail.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measurable</td>
<td>Days, hours, weeks, months, years, 2 times a week for 3 hours, etc.</td>
</tr>
<tr>
<td>Realistic</td>
<td>You can really accomplish this.</td>
</tr>
<tr>
<td>Completion time</td>
<td>Include completion dates. (You can always revise these later.)</td>
</tr>
<tr>
<td>Periodic reassessment</td>
<td>Goals must be re-evaluated so your strategy is effective.</td>
</tr>
<tr>
<td>Who/what will help you?</td>
<td>Include what assistance you will use: tutoring 2 hrs. a week, etc.</td>
</tr>
</tbody>
</table>

**Example of a goal:**

I will write my *Women in History* term paper by October 3\textsuperscript{rd}, beginning September 2\textsuperscript{nd}, working 3 hours weekly, every Thursday between 6:30 and 9:30 p.m., and using tutoring services once a week for 1 hour.

**Practice writing some goals:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
How Many Goals?

• Have no more than 5 active goals at a time.

• Prioritize your goals.

• Organize goals into
  – long term
  – short term
  – objectives
  – daily & weekly To Do Lists.
What Might Get In The Way?

• It is very important to think ahead of time about what might arise in your life to prevent you from reaching your goals.

• External obstacle: (Example) Expenses are too high.
  – Solution:
    • Plan a budget
    • Get a part-time job

• Internal obstacle: (Example) Perfectionism and anxiety.
  • Research the GPA you need to get into grad school and meet your career goals.
  • See a counselor for anxiety problems.
Goals Should Be...

YOURS!
Make It Real – Write It Down

• When you write a goal down you commit. That can be scary but it is also empowering.

• It means responsibility. Remember though, you can always change and extend, or even get rid of your goal.