

QUICK TIPS ON GOAL SETTING

Whether it is to go to class, finish a project at work, or organize a program, certain objectives are set for each of us, even if it is not a conscious decision. The fact is, most of us have multiple goals, some of which are very complicated or long-range. Knowing how to set and accomplish our goals is one of the most important life skills we have.

HOW TO **FRAME** GOALS:

- **Fantasize** - dream your wildest dreams and make sure that your goals are consistent with your values. Ask yourself: What do I want to be doing in 1 year? 5 years? What kind of person do I want to be?
- **Reality** - you can make your fantasies real, but assess how badly you want it and how much you are willing to sacrifice
- **Aim** - define your goal by striking a balance between Fantasy and Reality factors; set a high but realistic goal.
- **Method** - plan your attack by generating alternatives and narrowing your choices to the ones you really intend to utilize. Play on your strengths, downplay your weaknesses, and use your resources to overcome anticipated obstacles.
- **Evaluation** - process the results, but don't make it the last step; evaluation should be continuous.

GOALS MUST BE **SMART**:

- **Specific** - knowing exactly what you want to accomplish is important so that you always have a particular object in mind
- **Measurable/observable** - the written goals should reflect a tangible outcome, so you can evaluate your success
- **Attainable** - be realistic about what you can and can't do
- **Recorded** - it's easier to keep on track in accomplishing a goal if you can always refer back to it
- **Time limited** - deadlines are helpful so that you can stay focused on your purpose

SUCCESSFUL GOAL SETTING:

- Realize that some of your short term goals will probably be aimed at directly increasing your ability to achieve your long term goals.
- List goals in each area of your life - social, financial, educational, professional, physical, family, etc.
- Set priorities among your goals. Decide which ones are more important than others.
- Focus on one goal and one activity at a time.
- Use your goals to guide your decisions about what you will do with your time and energy. Choose to do those things that will get you closer to your objective.

