

Goals

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- ▶ Many people feel as if they are adrift in the world. They work hard, but they do not seem to make any worthwhile progress.
- ▶ A key reason that they feel this way is that they have not spent enough time thinking about what they want from life and have not set themselves formal goals.
- ▶ After all, would you set out on a major journey with no real idea of your destination? Probably not!

The Importance of goal setting

- ▶ Goal setting is a powerful process for thinking about your ideal future, and for motivating yourself to turn your vision of this future into reality
- ▶ The process of setting goals helps you choose where you want to go in life.
- ▶ By knowing precisely what you want to achieve, you know where you have to concentrate your efforts.
- ▶ You will also quickly spot the distractions that can, so easily, lead you astray.

Why Set Goals?

- ▶ Setting goals gives you long-term vision and short-term motivation. They focus your acquisition of knowledge and help you to organise your time and resources so that you can make the very most of your life.
- ▶ By setting clearly defined goals, you can measure and take pride in the achievement of those goals, and you will see progress.
- ▶ You will also raise your self-confidence as you recognise your own ability and competence in achieving the goals you have set.

In order to reach a goal you need a plan!!

Everyone needs to be able to:

- ▶ set and prioritise goals
- ▶ develop an organised approach to activities and objectives
- ▶ actively carry out the plan
- ▶ monitor the plan's progress
- ▶ evaluate its effectiveness while considering any need to adjust the plan
- ▶ reward success/achievement

Setting personal goals-at different levels.

- ▶ First you think about your "big picture" of what you want to do with your life (or over, say, the next 10 years, and identify the large-scale goals that you want to achieve.
- ▶ Then, you break these down into the smaller and smaller targets that you must hit to reach your lifetime goals (5 years, 1 year, monthly, weekly, daily).
- ▶ Finally, once you have your plan, you start working on it to achieve these goals

Step 1: Setting Lifetime Goals

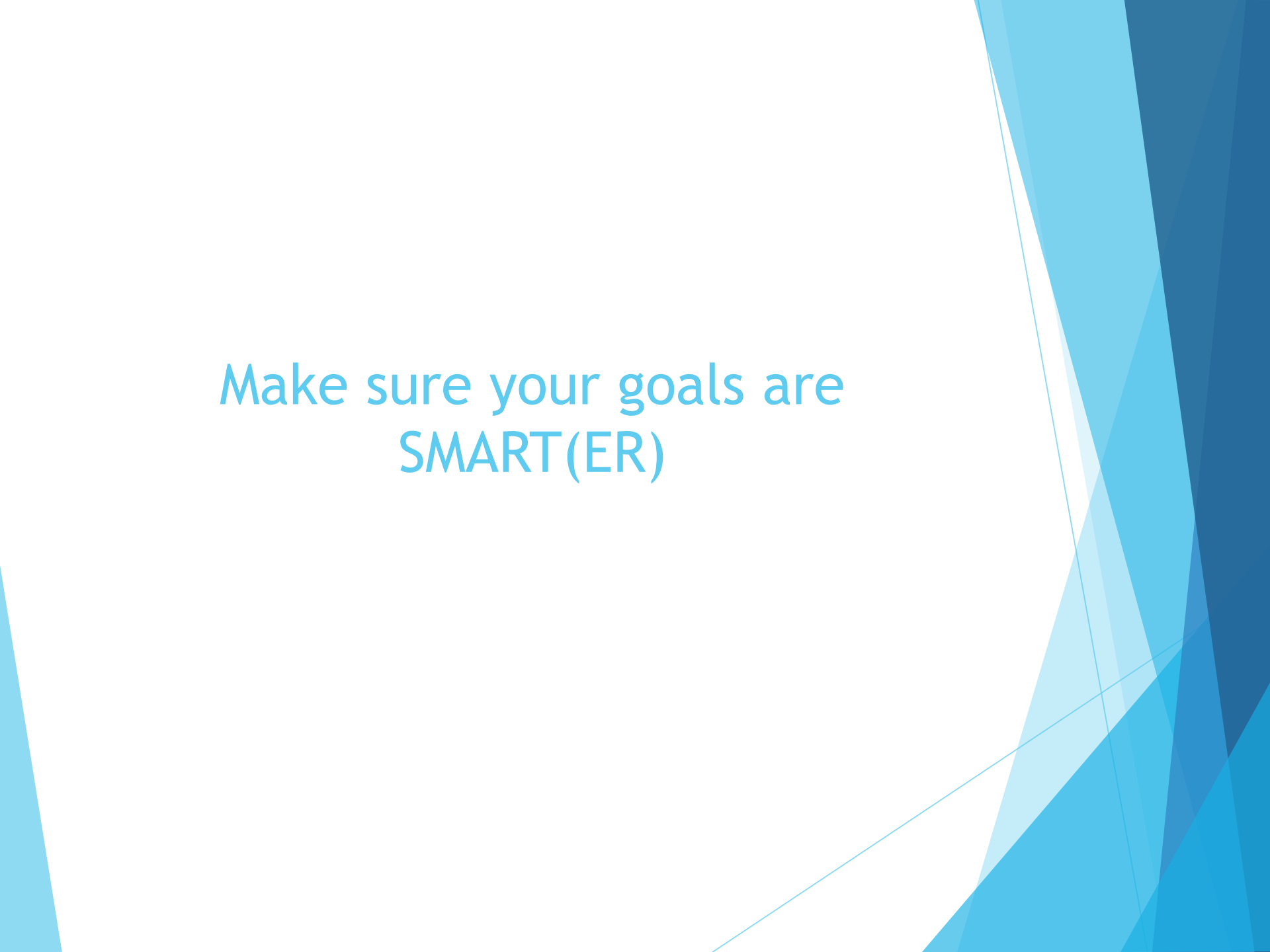
- ▶ Setting lifetime goals gives you the overall perspective that shapes all other aspects of your decision making.
- ▶ Areas to consider:
 - ▶ Career
 - ▶ Financial
 - ▶ Education
 - ▶ Family
 - ▶ Attitude
 - ▶ Physical
 - ▶ Pleasure

Class exercise

- ▶ Spend some time in small groups brainstorming these things, and then select one or more goals in each.
- ▶ Reduce these so that you have a small number of really significant goals that you can focus on.
- ▶ As you do this, make sure that the goals that you have set are ones that you genuinely want to achieve, not ones that your parents, family, or employers might want. (If you have a partner, you probably want to consider what he or she wants - however, make sure that you also remain true to yourself!)

Setting Smaller Goals

- ▶ Once you have set your lifetime goals, you can set a five-year plan of smaller goals that you need to complete if you are to reach your lifetime plan.
- ▶ Then aim to create a one-year plan, six-month plan, and a one-month plan of progressively smaller goals that you should reach to achieve your lifetime goals. Each of these should be based on the previous plan.
- ▶ Finally you can then create a daily to do list of things that you should do today to work towards your lifetime goals.

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, dynamic feel.

Make sure your goals are
SMART(ER)

SMART Targets

S	PECIFIC
M	EASURABLE
A	CHIEVABLE
R	EALISTIC
T	IME-SCALED

To turn plans into something practical and tangible targets need to be:

SMART Targets

S	PECIFIC	They must be easy to understand and say exactly what you want to learn or improve.
M	EASURABLE	You can prove that you have met the target – your success can be measured. You will need to think about how you can provide evidence.
A	CHIEVABLE	You must be able to reach them with reasonable effort in the time you have allowed. It is not a dream or a wish list!
R	EALISTIC	They are about action to which you can definitely commit yourself and can do something about with the resources and support you have.
T	IME-SCALED	They have set deadlines and review dates.

Guide to Goal Setting Video



Tips for Planning

- ▶ Pay close attention to detail.
- ▶ Set clear objectives before starting.
- ▶ Set clear start and finish dates for projects.
- ▶ Regularly check progress against objectives.
- ▶ Involve others in your plans.
- ▶ Think and reflect before taking action.

Tips for Planning

- ▶ Be patient! - things will change.
- ▶ Keep written records of all plans and decisions.
- ▶ Don't be afraid to change plans.
- ▶ Be prepared to be flexible over deadlines, but not too flexible!
- ▶ Evaluate Progress
- ▶ Reward achievements

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Staying on Course

- ▶ Once you've decided on your first set of goals, keep the process going by reviewing and updating your To-Do List on a regular basis.
- ▶ Periodically review the longer-term plans and modify them to reflect your changing priorities and experience.