

3.01 Seven Steps for Setting Goals

Goals are well-defined targets that give you direction and motivation – they are your road maps to success (as defined by you). By knowing precisely what you want to achieve, you will be better able to identify the distractions that can lead you astray, prioritize the things that you need to do, and manage your time and resources more effectively. While goals help direct you to where you want to go in life, developing steps to achieve your goals will help you to reach your target.

Directions: Complete the following activities designed to navigate you through the process of setting goals. You can use these guidelines in all aspects of your life to attain any goal.

Step I Write Down Your Goals

People who most frequently reach their goals are those who write them down and develop the plans to reach them.

<p>Activity #1</p> <p>1. Answer the following question: Why do you think writing down goals is so important?</p> <p>2. Identify two goals—they can be personal, educational, or anything else as long as they are meaningful to you.</p> <p>Your Goals</p> <p>1.</p> <p>2.</p> <p>3. Complete the self-audit below by checking either "Nearly Always", "Sometimes," or "Rarely" for each statement.</p> <p style="text-align: center;">SELF-AUDIT FOR GOAL SETTING</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Statements</th> <th style="text-align: center;">Nearly Always</th> <th style="text-align: center;">Sometimes</th> <th style="text-align: center;">Rarely</th> </tr> </thead> <tbody> <tr> <td>When I set a goal, I write it down.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>I describe my goal in specific measurable terms.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>My goals are achievable.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>I set realistic deadlines for completing my goals.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>I break a large goal into manageable units.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>I look for the potential problems that may keep me from reaching my goals.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>I take action to remove or minimize those potential problems.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>I review progress toward my goals on a regular basis.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>I know the personal rewards of reaching my goals.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Statements	Nearly Always	Sometimes	Rarely	When I set a goal, I write it down.				I describe my goal in specific measurable terms.				My goals are achievable.				I set realistic deadlines for completing my goals.				I break a large goal into manageable units.				I look for the potential problems that may keep me from reaching my goals.				I take action to remove or minimize those potential problems.				I review progress toward my goals on a regular basis.				I know the personal rewards of reaching my goals.			
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Assess your responses by counting the number of times you responded “Nearly Always” and multiply that number by 3. Multiply the number of times you responded “Sometimes” by 2, and the number of times you responded “Rarely” by 1. Then tally the resulting three numbers for a grand total.

Nearly Always _____ (number of responses) X 3 = _____
 Sometimes _____ (number of responses) X 2 = _____
 Rarely _____ (number of responses) X 1 = _____
 GRAND TOTAL = _____

Analyzing Your Score

24-30	Excellent job of setting effective goals.
18-23	You are on your way to achieving effective goal setting.
Below 18	There are several areas in which you can improve your goal setting. The activities in the exercise will help you.

Step 2: Write SMART Goals.

Effective goals are written in specific, measurable, attainable, realistic, and timely terms. A goal needs to be specific and have measurable results. They need a target of completion. They need to be achievable and realistic. Goals need to challenge your skills and abilities, without discouraging your effort and performance. When you identify goals that are most important to you, you begin to figure out ways you can make them a reality.

Activity #2

1. Read through the goals as you’ve written it down.

	YES	NO
Are they goal specific?	___	___
Are they clear statements of what you want to achieve?	___	___
Do they steer you towards something you really want?	___	___
Are they too broad? If so, break it down and focus on one point.	___	___

2. Rewrite the goal to make it more specific, to give it clarity, direction, motivation and focus towards what you want. Write the following:

My goal is to..... This goal is required for the..... aspect of my life in order for me to achieve my “big-picture” ambition of.....

4. Read through your goals again. Are they realistic? Are they what you really want?

Remember: Goals must be personal and meaningful; otherwise you’ll have no reason to achieve them. In other words, the “Why” is more important than the “What?” It’s important for

you to put the “Why” in writing to reinforce the benefits of achieving your goals.

5. Share your written revision with someone.

Step 3: Know Why You Want to Achieve Your Goals

If you want to succeed at a goal, you need to understand why you want it. Knowing the “why” gives you strength and power. It’s what motivates you. If you’re aiming for goals and haven’t addressed the “why,” it’s difficult to maintain the self-discipline to get the job done. Always ask “Why”? The more reasons you have to pursue a goal, the better you’ll likely do in terms of achieving it.

Activity #3

1. List all the reasons why you want to achieve your goal. Desire starts in the mind. Once you have 20 to 30 reasons for your goals, you will feel motivated to get started. Once the list goes beyond 50 reasons, the goal becomes unstoppable!

2. Ask yourself, how will achieving this goal benefit you?

Complete this statement:

I want to achieve this goal because.....

Step 4: Identify Obstacles

Effective goals are analyzed for their potential problems. As you establish a goal, consider the steps you must take to accomplish it. Analyze the goal for potential problems that might keep you from reaching it. If a goal initially is considered in terms of what could go wrong, then you can take action to resolve or minimize problems before they occur. Critical thinking helps you cover all the angles and stay on the path toward achieving your goal.

Activity#4

Write down a list of potential obstacles you may face when trying to reach your goal.

- Are there people who won't understand your goal and discourage you?
- Do you need to do certain things before you can start on your goal?

Make a plan for these obstacles.

- Research the subject and educate yourself.
- Find out more about what you are trying to achieve.
- Do you personally know people who have accomplished what you want? Talk to them. Get input.

Write one of your goals, and then fill in the chart below to identify three potential obstacles.

Goal: _____

Obstacle	How you will deal with the obstacle	Knowledge or people who can help

Step 5: Manage Your Goals/Set Deadlines

Effective goals are manageable. Sometimes a goal can seem overwhelming because of its size. But if it is divided into smaller components, then it becomes easier to manage and is achievable. Part of the reason why goal setting fails is because the lack of understanding of the different types of goals and how they are treated.

Goals can also be:

Big-picture goals—these goals are typically not achievable in one simple step—there is a journey to be taken to get there.

Milestone Goals—these are the series of goals that will take you to your destination.

Mini Goals—milestone goals may need to be broken down into bit-size chunks to make them more manageable.

Activity #5

Managing Goals: 3-2-1

Using the one of the goals you listed in Activity #1, Break the main goal into more manageable components that fit into the following categories of supporting goals.

3-Short term (mini) goals: (Less than a year)

2-Mid-range goals: (2-5 years)

1-Long term goals: (Greater than 5 years)

Think of these goals in different stages and then write a statement for each stage. You may have three to six stages.

You need to:

- Use the new supporting goals where you broke down the main goal into **manageable components**; Long-term, Mid-term and Short-term goals.
- Work out a **reasonable time frame** for that stage and factor in some extra time just in case of delays.
- Include the **deadline date** for each stage.
- Stage 1 should reflect the earliest time frame.

Example: My goal is to obtain the necessary skill set to gain employment as a receptionist for the Hoke County Board of Education.

Stage 1: Purchase and install MS Word 2013 by January 2015 (Short-term goal)

Stage 2: Complete online Learn GFC MS Word 2013 tutorial by June 2016 (Mid-range goal)

Stage 3: Pass MS Word Specialist Certification by October 2016(Mid-range goal)

Stage 4: Apply for Receptionist position with Hoke County Public Schools by January 2017 (Long-term goal)

State the Goal:

Stage 1:

Stage 2:

Stage 3:

Stage 4:

Stage 5:

Step 6: Make a Plan of Action

Make a plan. Take all the details of Steps 4 and 5 to make a plan of action. List all of the activities you need to do and put them down in order of importance.

Activity #6

In Step 4, we discussed the importance of identifying obstacles and getting help. You made a list of possible obstacles and another list of things and people who could help you. In Step 5 you came up with deadlines for your goals.

Now in Step 6 you make a detailed plan for each part of your goal.

For example:**Stage 1: Purchase and install MS Word 2013 by January 2015**

- **Find out cost**
- **Do comparison shopping**
- **Go online to search for coupons/rebates**
- **Make purchase**

Stage 2: Complete online MS Word 2013 tutorial by June 2016

- **Explore YouTube videos for MS Word 2013 tutorials**
- **Explore free online courses for MS Word 2013**
- **Sign up for Learn GCF online MS Word course**
- **Clear calendar Tuesday and Thursday night 6-9 to devote to tutorials**

Fill in the chart below to help you with this step

Goal: _____

Stage 1:
Activities
Stage 2:
Activities
Stage 3:
Activities
Stage 4:
Activities
Stage 5:
Activities

Step 7: Visualize Your Achievement

Picture yourself reaching your goal. Picture the result, the moment, and your feelings. Much of our energy for reaching goals comes from a desire to attain them. Usually, the more you desire something, the harder you will work toward achieving it.

Activity #6

Make a picture of one of your goals. Use poster board, magazines, markers, etc., and make a collage of your goal. For example, if your goal is to get into nursing school, make a collage of pictures of nurses, doctors, hospitals, school classrooms, etc.

You can use the space below to outline your collage. Share it with others. Put a picture of yourself in the middle of the collage. Look at your collage every day!

Wilson, Susan B., and Michael S. Dobson. Goal Setting: How to Create an Action Plan and Achieve Your Goals. AMA.com, 2008

www.achieve-goal-setting-success.com (goal setting workbook-Rev 0) 2007

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