

# Goal Setting

Goal setting is an important life skill and an integral part of career and educational planning. As you explore your academic and career directions, you will want to begin creating both long and short term goals to help guide you. Goal setting is truly something that you get better at doing with practice!

What is a goal? A goal is where you want to be, something you would like to achieve. Developing long-term goals and working backwards to create a plan brings organization and a great deal of clarity to the actions and decisions that you need to make now.

As you move through your education, explore career options and learn more about yourself, you will want to begin developing goals which serve as your road map and remind you of where you need to go and what your choices are.

## How to Begin? Life Visioning Exercises

1. Brainstorm: Imagine that you are at the end of your life. What did you accomplish? What are you most proud of? What do you want your life to look like? Don't limit yourself. Write as many words, sentences or phrases as you need to.
2. Brainstorm possible goals or objectives that you would like to set for yourself in the longer-term (5-10 or more years away). Again, do not limit yourself. These could include career, personal, social, spiritual, community, education, financial, physical, etc.
3. Now, brainstorm the same type of goals from above using a shorter time frame, 2-5 years (mid-term goals).
4. Lastly, based upon what you have done so far, brainstorm short-term goals (1-2 years away).

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## Goals should be “SMART”: Specific, Measurable, Attainable, Realistic and Timely

**Specific** -- simple, detailed, particular, focused, easy to understand.

**Measurable** – quantifiable, how will you know if you achieved it?

**Achievable** – something that does not depend on others to achieve. You alone are responsible for it.

**Realistic** – something that is not too hard or too easy, but is in reach and requires some growth and effort.

**Timely** – give yourself an exact deadline!

# Goal and Action Planning Worksheet

|  |                    |
|--|--------------------|
| Describe your overall long-term goal:  |                    |
| Short-term goal related to your long-term goal:                                |                    |
| Action steps required to reach your goal:                                      | Timeline/Deadline: |
| 1.   |                    |
| 2.   |                    |
| 3.   |                    |
| 4.   |                    |
| 5.   |                    |
| 6.   |                    |
| 7.   |                    |
| 8.   |                    |
| 9.   |                    |
| 10.  |                    |
| Who will be involved in helping you?   |                    |
| What will be required (time, cost, etc.)                                       |                    |
| When will you work on this goal?   |                    |
| How will you know when your goal has been achieved? How will this be measured? |                    |