Goal Setting
Time Frame for Goals

- Begin with Long-term Goals
  - Goals with the largest scope.
  - Think first about life-long goals and work backwards.
  - Think about who you are and what you want out of life.
  - Keep your values in mind in setting goals.
Short-Term Goals

- After setting your long-term goals, work on your short-term goals.
- Short-term goals are smaller, more manageable goals that lead to your achieving your long-term goals.
- Short-term goals are goals that can be reached in six months or less and should reflect actions that lead to reaching long-term goals.
Prioritize Goals Based On:

- Your values.
- Your relationship with others.
- Your time.
Types of Goals

- Educational goals.
- Career goals.
- Personal goals.
Broad Guidelines for Goal Setting

- State each goal as a positive statement.
- Be specific. Include dates, times, and measurable achievements.
- Set priorities.
- Write goals down.
- Keep short-term goals small.
Set realistic goals.

Do not set goals too low.

Set performance goals, not outcome goals. Some goals may not be reached because of reasons beyond your control, but if you have done your best, you can still have that sense of accomplishment.

Reward yourself when you have achieved a goal.
Steps in Successful Goal Setting by Gene Donohue

- Make sure your goal is yours, not someone else’s.
- One goal cannot contradict any other goal.
- Develop goals in 6 different areas of life:
  - Family
  - Financial/Career
  - Spiritual/Ethical
  - Physical/Health
  - Social/Cultural
  - Educational
Write your goals in the positive, not the negative.
Write your goals in complete details.
Make sure your goal is high enough.
WRITE DOWN YOUR GOALS.
- Share your goals only with the people in your life you can count on for support.
- Revise goals as circumstances in your life affecting those goals change.
- Review your goals daily.
- Visualize achieved goals to make them real.
- Ask yourself as you make any decision, “Does this move me closer, or further away from my goal?”
Some Specific Steps in Goal-Setting

- Identify lifelong goals in each of the 6 broad categories.
- Thoughtfully assign a priority to each goal.
- Set a 5-year plan of smaller goals to complete that will help you reach your lifelong goals.
- Set a 6-month plan of progressively smaller goals.
- Identify specific actions you can take this week that will help you reach your goals.