



# Goal Setting

How to set effective goals

“Goals are dreams with deadlines.”

– Diana Scharf Hunt

**Qualities of Effective goals:**

- Related to interests and abilities
- Important to you
- Clear and observable
- Have a time frame
- Include short-term goals
- Include small steps
- Build in support
- Minimize obstacles
- Require patience and perseverance



# *SMART*

*Specific Measurable Attainable Relevant & Timely*



# SMART Goals: Specific

- ◇ What exactly do you want to achieve? The more specific your description, the bigger the chance you'll get exactly that. Questions you may ask yourself when setting your goals and objectives are as follows:
  - ◇ What exactly do I want to achieve?
  - ◇ Where?
  - ◇ How?
  - ◇ When?
  - ◇ With whom?
  - ◇ What are the conditions and limitations?
  - ◇ Why exactly do I want to reach this goal? What are possible alternative ways of achieving the same?



# SMART Goals: Measurable

- ◇ Measurable goals means that you identify exactly what it is you will see, hear, and feel when you reach your goal. It means breaking your goal down into measurable elements. You'll need concrete evidence.
  - ◇ Being happier is not evidence; not smoking anymore because you adhere to a healthy lifestyle where you eat vegetables twice a day and fat only once a week, is.

# SMART Goals: Attainable

- ◇ Is your goal attainable? That means investigating whether the goal really is acceptable to you. You weigh the effort, time and other costs your goal will take against the profits and the other obligations and priorities you have in life.

# SMART Goals: Relevant

- ◇ As reaching your goal relevant to you? Do you actually want to run a multinational, be famous, have three children and a busy job? You decide for yourself whether you have the personality for it.



# SMART Goals: Timely

- ◇ Make a tentative plan of everything you do. Everybody knows that deadlines are what makes most people switch to action. So install deadlines, for yourself and your team, and go after them.
  - ◇ Keep the timeline realistic and flexible, that way you can keep your morale high.
  - ◇ Being too stringent on the timely aspect of your goal setting can have the perverse effect of making the learning path of achieving your goals and objectives into a hellish race against time – which is most likely not how you want to achieve anything.

## *EFFECTIVE GOALS*

- ◆ I want to get my school assignments done on time for the next two months so that I can get better grades this semester.
- ◆ When I graduate high school in four years I will have earned no semester grade lower than a C.
- ◆ By the time I graduate from Western High School I will have earned an industry EKG certification so that I can begin my career in the medical field.

## *INEFFECTIVE GOALS*

- ◇ I want to be famous.
- ◇ I want to have my own band.
- ◇ Cop.
- ◇ I want to be a Disney princess.



## *SHORT TERM GOALS*

- ◇ I want to get my school assignments done on time for the next two months so that I can get better grades this semester.
  - ◇ Have all of my assignments entered into my planner by the end of the week.
  - ◇ Follow my after school study schedule at least three times this week.

## Action Steps, Supports, Obstacles

**Action Steps:** doable activities that will bring you one step closer to achieving your goal

**Supports:** people who can provide specific supports for achieving your goals

**Obstacles:** making plans for avoiding or overcoming obstacles helps to reduce barriers to achieving your goals





## *OBSTACLES*

- ◇ By next year I want to play the guitar in my own band.
  - ◇ I have never played a musical instrument before, so I'm not sure how well I will do.
  - ◇ I don't own a guitar.
  - ◇ I don't have a soundproof place to practice.



## *ACTION STEPS*

- ◇ By next year I want to play the guitar in my own band.
  - ◇ Ask a friend who plays to teach me a few guitar chords to see how well I do.
  - ◇ Rent a guitar while taking lessons to see if I like it well enough to keep playing.
  - ◇ Practice when no one else is home.

## *SUPPORTS*

- ◇ By next year I want to play the guitar in my own band.
  - ◇ Ask a friend who plays to teach me a few guitar chords.
  - ◇ Borrow a friend's guitar for a week to see if I enjoy playing it.
  - ◇ Ask my parents to help split the cost of the guitar.



# Jon Feliciano

- ◇ Western High School Graduate
- ◇ Watch the video.
  - ◇ Check off the reasons Jon's goal was an effective goal.
  - ◇ Fill out the form "Working Toward My Goal" as if you were Jon.
- ◇ Article
  - ◇ [http://espn.go.com/college-football/story/\\_/id/11670292/miami-hurricanes-offensive-lineman-jon-feliciano-helps-find-home](http://espn.go.com/college-football/story/_/id/11670292/miami-hurricanes-offensive-lineman-jon-feliciano-helps-find-home)
- ◇ Video:
  - ◇ <http://www.westernhigh.org/apps/video/watch.jsp?v=103100>