



STUDENT SUCCESS TIPS



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"You've got to be very careful if you don't know where you're going, because you might not get there."

Yogi Berra

GOAL SETTING



Welcome 2013! A new year and a new semester are underway. What better time to look at our goals or create new ones.

Setting goals is a great tool that can help you with your long-term plans by helping you set smaller short-term goals and steps. Having a set plan will help you make decisions on what to do and how to manage your time in order to help you stay focused on the end result.

Goal setting – it sounds simple, right? Well it can be, but it is something that should not be taken lightly. In order to help you be successful, you will want to devote a bit of time, thought, and planning to set your goals. There are several different methods to help guide you on the goal setting process. Let's take a look at the SMART method.

**The Road
to
Success
Is Almost
Always**





S.M.A.R.T.

S = Be Specific

When developing your goals try to be as clear and specific as possible. When goals are unclear, they often end up being goals that are unachievable. For example: Saying "I will do better in school," is too vague. What does that mean? How will you know if you achieved that goal? Perhaps a better goal would be, "I will achieve a 3.0 for the spring semester." When you look at this goal, it is very specific. You know precisely what you need to achieve to be able to say you accomplished your goal.

M = Set Measurable Goals

Goals are most successful when there is a way to know if they've been achieved and to watch and monitor your progress along the way. Let's say that your new goal is "to be healthier." This is very vague. How will you know if you are making progress? Instead, perhaps saying something like, "I will exercise 4 days a week." When you add a measurable factor to the goal, you will clearly know whether or not you are meeting your goal.

A = Make your goals Attainable

Although setting lofty goals is okay, be sure to consider the attainability of each goal before you set it. Let's say, you took Intermediate Algebra and ended up receiving an 'F' for your grade. Setting a goal of getting an 'A' when you repeat the class may be unrealistic. Perhaps a 'C' may be a more realistic option or even a low B.

R = Goals should be Relevant

Always keep the "big picture" in mind. What are your ultimate goals? For example, if graduating from college in 4 years is a goal of yours, then setting a different goal to travel abroad for a month to explore and relax is not a good idea.

T = Set a Timeframe

Set a timeframe for completion of your goals. Just saying that you will obtain a college degree is great, but if you don't say how long you will take to achieve that goal you may never make any progress. Take it one step further. Perhaps you could say that you will obtain a college degree within 5 years of starting. This gives you an easy way to see if you are still on track of meeting your goal.

MISCELLANEOUS GOAL SETTING TIPS

Once your goals are established make sure you continue to monitor your progress. Reward yourself for achieving steps towards meeting your goals. Think about what obstacles might get in your way and develop a plan on how you might overcome any obstacles in advance.



Write down your goals and the steps for achieving your goals on paper. Now that you can visually see your goals, put them in strategic places where you will be reminded of what you are working so hard to achieve.



Share your goals with others. Sharing helps by involving other people for support, encouragement and guidance. When in doubt about your goals, it's nice to have someone with whom to share your concerns, frustrations, or achievements. They can often help keep you focused and remind you what you are trying to accomplish if you go astray.

Remember, if you take a step backwards or find that an obstacle gets in your way that you weren't expecting, don't focus on the negative. Instead, figure out a plan to get back on track as quickly as possible.



Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.

Thomas A. Edison

Finally, be patient. Reaching important goals in life is a lot of work and takes a bit of time. Be patient; don't give up. Celebrate small achievements and remind yourself daily of what you are working to achieve. It will happen!

Attached is a sample goal setting worksheet to help get you started.



If you can dream it, you can do it.
Walt Disney



SMART GOAL WORKSHEET

INTENTION	SPECIFIC	MEASURABLE	ATTAINABLE	RELEVANT	TIME BASED
What do you want to achieve?	Who? What? Why? Where? When?	How much? How often? How many?	Achievable?	Is it relevant to your ultimate vision?	When?

