

goal setting

(goal setting)

v. deciding what you want to do and making a plan to do it

How you go about setting your goals can be the critical factor determining whether or not you achieve them. For increased success, consider these points when establishing your goals:

Be specific. An effective goal needs to be specific, such as “I will attend 5 multicultural events this semester” or “I am going to exercise 3 times a week.”

Put your goals in writing. There is something powerful about writing out what you want, getting your dream out of your head and onto a piece of paper. Writing it down, along with your specific action plan, will make your goals more concrete. This will also serve as a reminder when you are tempted to do something unrelated or detrimental to your goals.



Difficult – but achievable. When setting your goals, be realistic but challenge yourself at the same time. Challenge your abilities without discouraging your effort.



Set realistic deadlines. As part of your action plan, set a deadline for each goal. Again, challenge yourself, but be realistic.

Compartmentalize. Dream big and you can achieve great things – but great things are accomplished one step at a time. Don't be afraid to set high goals for yourself, but break them into manageable pieces.

Progress checks. Review your goals and progress at regular intervals. Make sure the goals are still realistic and relevant. This step will also help motivate you by highlighting your accomplishments.



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Once your goals are established, you will need a strategy to help achieve them. Here are some suggestions:



Accept responsibility. Realize that you and only you are responsible for achieving your goals.

Recognize necessary resources. Consider what you need to accomplish your goals. Determine how you will obtain these resources.

Find a mentor. Who do you aspire to be like? Talk to this person and find out his or her secrets, successes, and tips.



Prepare for setbacks. This can be done by thinking of obstacles which may appear and writing down how you will overcome them. Don't let minor setbacks prevent you from achieving the long term rewards.



Reward yourself. If you successfully accomplish a goal or step towards your goal, congratulate yourself!

References:

The Leader Reader. University of Illinois at Urbana-Champaign.

Wetmore, D.E. Three steps for positive goal setting. <http://www.managerwise.com>.



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