



Tips for Setting Goals

Preview Points

- Setting goals may help make a life more manageable.
- The following are some simple tips for setting goals.

Contents

- State the goal very specifically.

EXAMPLE – TOO GENERAL: I want to get a good job.

EXAMPLE – SPECIFIC: Following graduation, I want to obtain a job. By July 1, I want to be a supervisor for a construction firm in Kansas City.

- Select a goal that's truly important to you – one in which you are strongly invested.
- Select a goal which you can personally have influence over achieving.
- Make sure you can measure progress toward your goal.
- Choose goals that are challenging and yet realistic.
- It is often helpful to state the goal in a way that (1) describes the situation as it is currently and (2) the situation as you'd like it to be.

Example:

INSTEAD OF: "I want to improve the way I study."

STATE THE GOAL AS: "I will implement a system to better plan and organize my study time."

Concluding Points

- Plan goals that are important.
- Set challenging but realistic goals.
- Describe the goals in measureable ways.