



Goal Setting

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1. Goal Setting: Definition
 - a. A goal is a something a person plans or intends to achieve
 - i. A personal or organizational desired end-point
 - ii. Many people try to reach goals within a specific time frame by setting deadlines
 - b. A desire or an intention becomes a goal if someone takes action to achieve it
 - c. Similar to purpose or aim
 - i. Intrinsic value
 - ii. Abstract / non-abstract
2. Setting Short- and Long-Term Goals
 - a. To create short-term goals, we need to know what our long term goals are!
 - b. It is easy to just start working, but if we do not know what exactly we are working for, we can lose motivation and focus
 - c. When setting short-term goals, remember SMART (Locke's Goal Setting Theory)
http://www.mindtools.com/pages/article/newHTE_87.htm
 - i. S = Specific
 - ii. M = Measurable
 - iii. A = Attainable
 - iv. R = Realistic
 - v. T = Timely
 - d. SMART: S for Specific
 - i. Goals should be straightforward and emphasize what you want to happen. Specifics help us to focus and define what we're going to do
 - ii. **What** are you going to do, **Why** is this important, **How** are you going to do it?
 - iii. Ensure that the goals you set are specific, clear, and management
 - e. SMART: M for Measurable
 - i. Choose a goal with measurable progress so you can see the change occur

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- ii. Establish concrete criteria for measuring progress toward your goal
- f. SMART: A for Attainable
 - i. When you identify goals that are most important to you, you begin to find ways you can make them come true.
 - ii. Goals too far out of reach are often too much to commit to
 - iii. A goal needs to stretch you slightly so you feel you can do it and it will need a real commitment from you
 - iv. The feeling of success which this brings helps you remain motivated
- g. SMART: R for Realistic
 - i. Not easy, but do-able
 - ii. A realistic project may push your skills/knowledge, but it shouldn't break them
 - iii. Devise a plan or a way of getting there which makes the goal realistic
 - iv. Be sure to set goals that you can attain with some effort – too difficult and you set the stage for failure; too low sends the message that you aren't very capable. Set the bar high enough for satisfying achievement.
- h. SMART: T for Timely
 - i. Set a timeframe for the goal to be completely by; putting an end point on your goal gives you a clear target to work toward
 - ii. Time must be measurable, attainable, and realistic



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