Setting and Achieving Goals

- Can be every bit as real and useful
- Write down goals; more likely to meet them
- Write them on a 3x5 card or on a word document on your computer
- Reflect regularly on your goals
- STAR: Specific, Time, Areas, and Reflect
Specific

- State as observable actions or measurable results
- List changes you might see, feel, touch, taste, hear, be, do, or have after you reach the goals.
- EX: Vague goal: Get a good education
  Specific goal: Graduate with B.S. degree in engineering, with honors, by 2014.
Long-term goals:
- represent major targets in your life.
- 5 to 20 years to achieve
- Goals in education, careers, personal relationships, travel, financial security, etc.
Mid-Term Goals
- Can accomplish in 1 to 5 years
- Completing a course of education, paying off a car loan, or achieving a specific career level.
- Support long-term goals
Time, continued

- Short-term Goals
  - Accomplish in one year or less
  - Completing a particular course or group of courses, hiking down the Appalachian Trail, or organizing a family reunion.
  - Require action now or in near future
Areas

- Write goals in several areas of life
- Categories: education, career, financial life, family life, social life, spiritual life, level of health, etc.
- Set goals in more than one category to balance your life
Check in with your feelings
  ◦ Consider satisfaction you’ll gain in attaining your objectives
Check for alignment
  ◦ Look for connections among your goals
Check for obstacles
  ◦ Anticipate obstacles, start looking now for workable solutions
Check for immediate steps
  ◦ Put the small, achievable goals on a to-do list and check it weekly or monthly
To-Do Lists

- Brainstorm tasks
  - List all the tasks you want to get done tomorrow or by the end of the week
- Estimate time
  - Estimate how long to complete task; overestimate rather than underestimate
- Rate each task by priority
  - Decide which are most important
- Cross off tasks
  - Cross off tasks as you complete them and add items when you think you need them
- Evaluate
  - Evaluate your performance at the end of the day
In order to keep myself motivated, I have to create a to-do list at the beginning of the week. This helps me stay on task and get my homework done before the night it is due. It also helps me have a free weekend to hang out with friends and family.

Don’t try and juggle things all at once. Make this more of a priority than others. Start assignments when they first get assigned. Stop procrastinating. Carry a planner with you.