



STUDENT TIP SLIPS

SETTING GOALS

Goals give direction as to how you use your energy/time/life. Goal setting puts you in charge of your life, is a way to move forward in all areas of your life, can be a way to measure your progress in those areas, and can overcome procrastination. Goal achievement helps to develop your self-concept, to raise your self-esteem, and to increase your self-confidence. It also helps to up and keep you in a success cycle, and increases your motivation.

To make an effective goal plan, follow these steps.

- STEP 1 Identify a specific goal that you want to reach and set a time limit.
- STEP 2 Make a list of specific action steps with time limits needed to reach the goal.
- STEP 3 Identify factors in your life which will help you achieve your goal.
- STEP 4 Identify obstacles and decide how you can overcome them.
- STEP 5 Evaluate your goal plan. If you have not succeeded, determine why.

EVALUATION OF YOUR GOAL PLAN

Here are some questions you may want to ask yourself as you evaluate your goal plan.

- Did I reach my goal? If not, how close did I come?
- Was my goal a realistic one? Why or why not?
- Was my plan effective? Why or why not?
- What would I change if I were to do this again? What could I have done better? What worked best?



Factors for Achieving Your Goals

Internal factors are those relating to who you are—your abilities, self-management style, personality, skills, health, etc. Check those which apply to you and add your own.

- Healthy
- Energetic
- Determined
- Organized
- Effective goal setter
- Good sense of humor
- Get along well with others
- Creative
- Aptitude/ability
- Motivated
- Hardworking
- Good communicator
- Good decision maker
- Calm in a crisis
- Stress management skills
- Resourceful
- Independent

External factors are those outside yourself. Check those which apply to you and add your own.

- Supportive friends
- Supportive teachers
- Supportive family
- Financial stability
- Family stability
- Free from excessive problems

Obstacles To Achieving Your Goals

Internal obstacles are those caused by what you believe, your feelings, abilities, personality, self-management skills, health, etc. Below is a checklist of some internal obstacles. Check those that you think work against you.

- Low motivation
- Impulsiveness
- Lack of confidence
- Failure to stick with a choice you've made
- Lack of long range goals
- Fear of failure
- Poor decision-maker
- Ineffective action plan
- Dependence on others
- Too many worries
- Negative attitudes
- Lack of assertiveness
- Feeling overwhelmed
- Laziness
- Aptitude or ability

External obstacles are those outside yourself. Check those that you think work against you.

- Financial need
- Racial or gender discrimination
- Lack of educational opportunities
- Too many problems
- Family responsibilities
- Little encouragement
- Lack of information
- Conflicting advice
- Time to achieve goal is too great
- Commitment overload

