

# GOAL SETTING

## Why Set Goals?

Goals give you a sense of direction, motivate you, and add meaning and purpose to your life. By meeting short-term goals, you can easily see your progress and get a sense of accomplishment. Setting goals helps you become independent and gives you the ability to think for yourself.

## Types of Goals

1. **Long-term:** Goals to be completed four or more years in the future
2. **Short-term:** Goals to be completed during the semester which provide a way to achieve your long-term goals
3. **Immediate:** Goals to be completed day-to-day which help you work towards your short-term goals

Goals work in a top-down manner. You cannot set day-to-day goals or semester goals if you do not have a long-term goal. Having long-term goals gives you something to work toward.

## Steps to Creating Goals

1. **Define Your Goal.** Goals should be **SMART**:
  - Specific:** Specific, real and useful; break large goals into smaller sub-goals so you can remain motivated
  - Measureable:** Identify what you will see, hear, feel, or experience when you reach your goal
  - Attainable:** Tangible and realistic; weigh the effort, time, and other costs your goal will take against the profits, priorities, and abilities you have in life
  - Relevant:** Meaningful, motivating, and something you are willing to work hard for. Reflect how you would feel, think, or act in isolation; goals should reflect your own values and ambitions, not others
  - Timely:** Create deadlines when you would like your goal to be met
2. **Create Your Plan**
  - Create an if-then plan (*If I have a break between my classes, then I will review my notes*)
  - Write down your goals and the actions you plan to take, and create a schedule
3. **Take Action**

Goals without actions are useless. Take the first step towards completing those goals by doing something rather than making excuses!

## Ways to Gain/Sustain Motivation

- **Keep track of your progress.** Are you doing what you can to meet your goals? If not, what should you be doing differently?
- **Use mental contrasting** (*Indulging*: imagine a positive future in which you are achieving your goal; *Dwelling*: realize the obstacles, or things you need to change, in order to reach your goal)
- **Visualize yourself achieving your goal**
- **Seek help** if you are struggling to meet your goals; lean on family or friends; form a study group; talk to your advisor, or attend counseling
- **Celebrate your success** and treat yourself. Rewards are powerful!

### For more information and support, contact:

Academic Advising & Exploration Center: 262-472-5220, 2054 Roseman, [advising@uww.edu](mailto:advising@uww.edu)

Resources: Tara Schmidt, DEVLPEP Instructor

<https://www.indeed.com/career-advice/career-development/smart-goals>