

Get Started Set Goals

Imagine playing a game of darts with the bulls eye clearly marked. You know what you are aiming at and can focus on hitting the target. Setting goals works the same way. You must decide where you are going and what you need to do to get there.

Specific

What do you want to do?

Not Specific: I want to get an education.

Specific:
I want to earn an Associate Degree in Business.

Measureable

How will you measure your goal progress?

Not Measurable:
I will take some classes.

Measureable:
I will enroll and complete 4 courses each semester.

Time-Bound

Can you set a time frame for your goal?

No time: I will earn an AA Degree.

Time: I will earn an AA Degree in Marketing in 5 semesters.

Action-Packed

What action are you going to take to make it happen?

Wrong: I will attend class.

Right: I will arrange my work schedule so I have time to attend 12 hours of class each week and allow myself 10 additional hours to study.

Realistic

Is your goal doable?

Unrealistic: I will reach this goal in a year or so.

Realistic: I will complete 8 courses each school year.

The most helpful goals are **SMART** goals. They are goals that are **Specific, Measureable, Action-Packed, Realistic, and Time-Bound**. Take one of your education and career goals and make it a **SMART** goal:

Write a Career Goal:

Specific: _____

Measureable: _____

Action-Packed: _____

Realistic: _____

Time-Bound: _____
