

Setting a Goal

Generalized outcomes have great potential as achievable goals. When we keep these goals in a nonspecific form, however, we may become confused about ways to actually achieve them.

Make your goal as real as a finely tuned engine. There is nothing vague or fuzzy about engines. You can see them, feel them, and hear them. You can take them apart and inspect the moving parts.

Goals can be every bit as real and useful. If you really want to meet a goal, then take it apart. Inspect the moving parts—the physical actions that you will take to make the goal happen and fine-tune your life.



Location: Lile Hall, Suite 122

Phone: 870-245-5381

Email: academicsuc-

cesscenter@obu.edu

Website: www.obu.edu/success

SETTING AND ACHIEVING GOALS



There are many useful methods for setting goals. You're about to learn one of them. This method is based on writing goals that relate to several time frames and areas of your life. Experiment, and modify as you see fit.

- **Write down your goals.** This greatly increases your chances of meeting them. To keep track of your goals write them on separate index cards or on a file in your computer.
- **Write specific goals.** State your goals in writing as observable actions or measureable results. Think in detail about how things will be different once your goals are attained. Specific goals

make clear what actions are needed or what results are expected.

- **Write goals in several time frames.** To get a comprehensive vision of your future write down the following:
 - ⇒ **Long Term Goals.** Long-term goals represent major targets in your life. These goals can take 5 to 20 years to achieve. In some cases, they will take a lifetime. They can include goals in education, careers, personal relationships, travel, financial security—whatever is important to you.
 - ⇒ **Midterm goals.** Midterm goals are the ones you can accomplish in a year or less. These goals are specific achievements, such as completing a particular course or group of course, hiking down the Appalachian Trail, or organizing a family reunion.

Whatever your short-term goals are, they will require action now or in the future.

- ⇒ **Write goals in several areas of life.** People who set goals in only one area of life—such as their career—may find that their personal growth becomes one-sided. They might experience success at work while neglecting their health or relationships with family members and friends. To avoid this outcome, set goals in a variety of categories. Consider what you want to experience in these areas: Education, Career, Financial life, Family life or relationships, Social life, Spiritual life, Level of health.



Source:

From ELLIS, *Becoming a Master Student*, 14E. ©

2013 Cengage Learning.