

Academic Goal Setting

How to set realistic and attainable goals

What Are Your Academic Goals?

- | | |
|---------------------------------------|-------------------|
| 1.) <u>Get a pharmacy certificate</u> | Short-Term |
| 2.) <u>Get a Bachelor's degree</u> | Long-Term |

What Are Your Career Goals?

- | | |
|--|-------------------|
| 1.) <u>Work Part-time at any job*</u> | Short-Term |
| 2.) <u>Work full-time as a pharmacy tech</u> | Long-Term |

What Are Your Life Goals?

- | | |
|------------------------------|-------------------|
| 1.) <u>Have more balance</u> | Short-Term |
| 2.) <u>Have a family</u> | Long-Term |

Put a Star next to the Goal you want to Work on first *

➤ *Create a list of what needs to be done to accomplish this goal:*

Write resume, look at job postings, complete applications, write cover letters, follow-up with employers

Academic Goal Setting

How to set realistic and attainable goals

Now, take the goal that is most important to you and break it down.

(REMEMBER! Make your goals SMART! – Specific, Measureable, Aggressive, Realistic, and Time Bound)

SETTING GOALS

*Use these components of a useful goal to **set your goal**:*

Specific- Goals that are vague are difficult to accomplish.

Measurable- How will you know you have achieved your goal?

Aggressive (Challenging) - Does this goal challenge you enough? Goals that make you stretch are more intrinsically motivating.

Realistic- Is this goal achievable given the amount of time, energy and commitment you will make toward its' accomplishment? Goals that seem unreachable can lessen your motivation.

Time bound-Do you have a start date and an end date? Tasks will expand to fit the time you have to do them. Setting a starting and ending date allows you to take manageable steps along the way. Deadlines are motivators and can help you avoid procrastination.

S - Create resume

M - Will have a one page resume typed up

A - Yes, since I have not made one before

R - Yes, I can spend ½ hour each night this week working on it

T - By next week I will have a draft written

(Could you make this even more specific? What needs to be done before writing a resume?)

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

Academic Goal Setting

How to set realistic and attainable goals

USING GOALS TO STAY MOTIVATED

- ✓ Explore your **BELIEFS** to see how they contribute or detract from your motivation: Is my goal based on my own values and interests? Is it my goal or something I believe is expected of me? (intrinsic/extrinsic)
- ✓ Do you believe you have the skills to accomplish this goal? Can you think of past success in accomplishing a similar goal? (Self-efficacy)
- ✓ Do you believe that achieving goals is more a matter of luck or effort? To what extent do you believe that your successes are a result of your efforts? (Attribution)
- ✓ Do you think that you were born with your abilities or that you can develop them? (Mind-set)
- ✓ Self-sabotaging and enabling beliefs: _____

Analyzing your goals:

1. Place in future time perspective (Looking “down the road” how does achieving this goal contribute to your overall well being? How does it fit into your long range plan?)
2. Determine your level of goal commitment (How willing are you to do what it takes to make this happen? How important is this goal to you?)
3. Check for goal conflicts (What other goals are you trying to achieve and is there any conflict between them? Will trying to achieve this goal prevent me from achieving other goals?)