Goal setting is an important aspect of life. Goals help you to better evaluate where you are going and what you have already accomplished. Goals help you focus on what's important and how you are using your time to get what you want.

TYPES OF GOALS:

LONG TERM: Major life decisions such as selecting a career or finding your life purpose.

MID TERM: Goals that you may reach in a couple years such as earning a degree.

SHORT TERM: Goals made in a year or less and requires immediate action.

“IMAGING” YOUR GOALS

Visualizing your goals helps you determine an ultimate outcome and the steps necessary to reaching it. Being able to clearly see the end result of your efforts can provide you with the motivation needed to stay the course and meet your goal.

DEFINE YOUR GOALS:

Putting your goals in writing makes them more concrete. Write them everywhere to remind yourself what all your hard work is for, regardless of whether it’s a short term or long term goal. Keeping your goals out in the open keeps you conscious of them and makes other people aware of them. If you have trouble meeting goals, be sure to tell the people closest to you about them so they can hold you accountable as well.
TAKE ACTION:

You'll never reach your goal unless you actually take the steps necessary to achieve it. You cannot just “do” a goal. You must first identify all the steps necessary to achieving a goal. When planning how to achieve a goal you must take into account the cost and all logistics necessary to meet the goal.

THE PROCESS OF DISCOVERING YOUR GOALS:

1. **BRAIN STORM:** Write down all the possible goals and words as they come to mind without worrying about spelling or analyzing anything in the moment. After you’ve finished group like goals or words together and create a one sentence summary of those items.

2. **PLAN** Single out a goal and make a plan or write out the steps for how to achieve that goal.

3. **LIST YOUR STRENGTHS** List all your academic and personal strengths.

4. **ASSESS YOUR WEAKNESS** List all your academic and personal weaknesses and address ways you can improve upon those weaknesses.

SET MINI-GOALS

Setting mini-goals helps you break up larger goals into more manageable goals that can be reduced further into specific tasks to make larger goals seem less intimidating. Be sure to schedule tasks with specific date and times for completion to keep you on track and moving forward.

Adapted From [http://sas.calpoly.edu/asc/ssl.html](http://sas.calpoly.edu/asc/ssl.html)