



## Setting Goals

*One of the most important aspects of achieving success is goal setting. Goals can be long-term or short-term and can include anything from designating more time to studying to keeping your work space more clean and organized. Short-term goals can help you accomplish long-term goals, so it is important to keep long-term goals in mind. Consider practicing the following process to help you set and reach both short-term and long-term goals.*

### 1. Select a goal

- State the goal in measurable terms. Be as specific as possible about what you want to achieve and when you want to achieve it.

### 2. Be sure that that goal is achievable

- Consider the following questions: Have you allowed yourself enough time to pursue the goal? Do you have the necessary skills and resources to achieve the goal? Will you be able to recognize when you have achieved the goal?

### 3. Be sure you genuinely want to achieve the goal

- Do not set out to achieve a goal only because you feel you should or because you feel others want you to. Be sure that the goal is consistent with your values and will not negatively affect yourself or others.

### 4. Know why the goal matters

- Be sure it has potential to give you a sense of accomplishment.

### 5. Identify and plan for difficulties you may encounter

- Also identify ways you will overcome possible difficulties

### 6. Devise strategies for achieving the goal

- Consider the following questions: How will you begin? What is the next step? What should you avoid? Create steps for achieving the goal and set a timeline!





## **Example of Setting a Goal Using These Steps:**

### **Step 1: Select a goal**

- Get an 'A' in chemistry this semester

### **Step 2: Check to see if the goal is achievable**

- Since it is only the second week of the semester, I have plenty of time to achieve this goal. I must start working towards this goal now in order to achieve it. I will know if I have achieved this goal a few weeks after the final after final grades are posted.

### **Step 3: Be sure I genuinely want to achieve this goal**

- This goal is genuine because academic success is important to me

### **Step 4: Identify why the goal matters**

- Earning an 'A' in chemistry is important to me because it will raise my GPA and improve my chances of getting into Medical school in two years.

### **Step 5: Identify and plan for difficulties**

- Because I have not had chemistry since high school, I recognize that I may have difficulty remembering some of the basic concepts. This might affect my ability to quickly pick up new concepts. To overcome this difficulty, I will need to identify and review basic concepts before every class. I will read ahead in the chapter to hopefully refresh my memory.

### **Step 6: Devise strategies for achieving this goal**

- I will use the supplemental CD-Rom that came with the textbook to get extra practice on chemistry problems. I will make sure that I attend class everyday so that I do not miss any notes, example problems, tips for the exams or any other important information. I will also make sure to utilize my professor's office hours to ask questions I have regarding the material. I will try to organize study groups with my classmates. While in class, I will make sure that I write down any examples of problems that the professor writes on the board. I will sit as close to the front row in the classroom as possible to ensure that I do not miss any information written on the board.