



Goal-Setting Tip Sheet

Have you ever wanted to accomplish something, but didn't know where to start? A goal is something that you want to accomplish or achieve. Goal-setting is an important process of planning and motivating yourself towards achieving a specific goal. If you have a plan, your chances of success significantly increase. Here are a few tips for effective goal-setting.

- **Distinguish between short-term and long-term goals.** A short-term goal is a goal you want to achieve in the near future, i.e. in the next few weeks. A long-term goal is something you may want to achieve over a longer span of time, i.e. by the end of the semester.
- **Write down all of your goals.** Writing down your goals will force you to clarify your plan and motivate you to complete the goal. Writing down your goals can also help you stay focused.
- Set **S.M.A.R.T.** goals
 - **S**pecific goals. Emphasize the details. What do you want to accomplish? Why do you want to accomplish it? What will you need to accomplish it?
 - **M**easurable goals. Establish a specific criteria for measuring progress towards your goal. Ask yourself, how/when will you know when the goal is complete?
 - **A**chievable. Make sure you set a goal that is realistic and attainable. You will be more likely to commit to the goal if you feel like you can accomplish it.
 - **R**elevant goals. Does your goal make sense? Is the goal connected to a bigger picture?
 - **T**ime specific goals. Your goal should have a time frame or target date. This will help you to avoid procrastinating. Set target dates and deadlines by which you want to achieve the goal.
- **Break your goal into smaller tasks.** This will help achieving your goal feel more manageable.
- **Set goals that you can control.** Try to set a goal that can be accomplished without being dependent upon someone else's reliability.
- **Use time-management skills.** Dedicate time to work towards your goal on a regular basis, i.e. daily or a few times a week.
- **Tell others about your goal.** You may find that other people have similar goals to you or they may be able to hold you accountable for progress towards your goal.
- **Anticipate challenges.** Sometimes accomplishing a goal can be difficult. If possible, try to prepare for those challenges ahead of time. Generate a list of resources you'll need to achieve the goal.
- **Reward yourself!** When you've achieved your goal, reward yourself with something fun. You've made it to the finish line and you deserve a treat!

For more information about goal-setting or if you have additional questions, feel free to call to speak with a STAR coach at 704-330-6754 or email star.success@cpcc.edu. Check out the rest of our tips sheets on our website <http://www.cpcc.edu/star>.

Oregon State University. Academic Success Center. "Goal Setting." <http://success.oregonstate.edu/learning-corner/time-management/goal-setting>

Phil La Duke. Entrepreneur. "6 Tips for Goal-Setting That, Trust Me, They Don't Teach You in College." <https://www.entrepreneur.com/article/282514>

UMass Dartmouth Web Page Publication. "Creating S.M.A.R.T. Goals." <http://www.umassd.edu/fycm/goalsetting/resources/smartgoals/>
Education Corner. "Setting and Achieving Goals." <http://www.educationcorner.com/setting-goals.html>