



# ASSOCIATED STUDENTS INC.

California State University, Los Angeles

## GOAL SETTING: VISIONS OF SUCCESS

One of the most consistent findings among researchers on successful and highly effective people is the discipline of goal setting. The more attention devoted to goal setting, developing a plan of action, and monitoring your progress based on your vision of success ultimately will lead to you being more effective and productive in your life.

Once you have decided where you are, who you are, and where you want to go, you then can identify your vision of success. A VISION is a visual image of what one wants to happen in the future. It must:

1. Reflect a high standard of performance
2. Represent future accomplishments
3. Conjure up an image/picture
4. Present a unifying theme
5. Appeal to shared values

## CREATING S.M.A.R.T. GOALS

### **Specific**

A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions:

Who: Who is involved?

What: What do I want to accomplish?

Where: Identify a location.

When: Establish a time frame.

Which: Identify requirements and constraints.

Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, “Get in shape.” But a specific goal would say, “Join a health club and workout 3 days a week.”

### **Measurable**

Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

To determine if your goal is measurable, ask questions such as...

How much?

How many?

How will I know when it is accomplished?

### **Attainable**

When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.



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You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

### **Realistic**

To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress.

A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

### **Timely**

A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

**T** can also stand for **Tangible** – A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.

You need to consider:

- Obstacles to achieving goals
- Strategies to overcome obstacles
- Ideas for communicating goals to others

Setting goals are essential to help you attain your vision of success and achieving your dreams. When you set goals, you tap into a reservoir of energy, which will motivate you into action. Without goals, you may not have a clear vision of the directions you want your life to take. Ultimately, your goals should create a balance in all areas of your life.



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## A PLAN OF ACTION WORKSHEET

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Vision: \_\_\_\_\_

Write out your goal statement that supports your vision. Be specific:

Circle the one that applies: ° Long term (5 or more years) ° Intermediate (1 to 5 years) ° Short-term (1 year or less)

GOAL # _____	_____	_____	_____
	(Who)	(What)	(Completion Date)
_____			
_____			
_____			
(Reason for Goal/My Personal Reward)			

STEPS TO BE TAKEN	DEADLINES:
* _____	_____
* _____	_____
* _____	_____
* _____	_____
* _____	_____
* _____	_____
* _____	_____
* _____	_____
* _____	_____

<b>WHO WILL HELP ME OBTAIN THIS GOAL AND HOW?</b>
* _____
* _____
* _____

<b>POSSIBLE ROADBLOCKS AND SOLUTIONS:</b>
* _____
* _____
* _____