Examples of Short Term Goals

- Homework
- Schedules
- Professor office hours

Examples of Long Term Goals

- College loans
- Achieving your dream job
- Graduating college
- Gaining independence

How to Achieve Short Term Goals?

- Working on one thing at a time.
- Don't get upset if you are unable to get it the first time, try again!
- Discover a schedule that works best for you.
- Take time to realize what motivates you by trying things out.

How to Achieve Long Term Goals?

- Create an idea of what you want to be in life ten years from now.
- Write down what you need to get done each month to stay on track with everything.
- All relates back to short term goals.

How to set effective goals?

Safiya Tonica

5 rule for goal setting

1) Set goals that motivate yourself

2) Set S.M.A.R.T. goals

3) Write down goals

4) Make an action plan

5) Stick with your goal

1) Set goals that motivate you

- When setting goals they should be:
  1. Personal to you
  2. Have a high priority in your life
  3. Be no more than 5 goal at a time

2) SMART Goals

SMART Goals

S — **SPECIFIC and Clear**
- What exactly should be realised?

M — **MEASURABLE**
- How will we measure this?

A — **ACHIEVABLE**
- Is it feasible?
- Do we have control/infulence over it?

R — **RELEVANT & RECORDED**
- Is this goal recorded and relevant to my life or business right now?

T — **TIME-BOUND**
- What is a realistic timeframe?

3) Write down goal

- Ways to write down your goals
1. Frame goal statement positively by using the word "will" instead of "would like" or "might"
2. Make your goals into a to-do list and check them off as you complete them

4) Make an action plan

- Now that you have a goal make a plan of mini steps that will help you achieve your goal

5) Stick with your goal

- Set a regular time either once a week or once every other week to look back on your goals

- You spent time making your goal, so even if you come to obstacles reevaluate and continue working to achieve your goal

- Look long term but think short term

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HOW TO: GOAL SETTING

learn how to set specific, measureable, achievable, and relevant goals

For more information

- Type **TSP2** into chat
  - We will send you instructions for logging in.