

SHORT TERM GOAL SETTING

Your objective in career planning is to reach a decision about a specific career. Setting realistic short-term goals will help you develop a road map to your desired occupation. Please keep in mind the following key points when setting your goals:

- Your goals should be attainable, realistic, and believable
- Know the degree that you are able to control the factors that affect and influence the outcome of your goal
- Explicitly state your goals, concentrating on one at a time
- Be sure that your goal is something that you really want to do, and is not imposed on you by someone else
- Be sure that your goal is not destructive to you, or someone else
- Your goal should be quantifiable, and be expressed in a way that can be measured in numeric terms

➤ **Complete the following “Goal Setting Exercise” by answering the following on a separate piece of paper:**

- 1) State a short-term goal that you would like to achieve *within the next quarter*. Use the goal-setting guidelines in developing your goals
- 2) Give an exact date of when you plan to achieve your goal
- 3) Explain how your goal is attainable, believable, and controllable,
- 4) Explain how your goal is for yourself, not destructive to you or anyone else, and is quantifiable
- 5) In the future, when your expected date has arrived, note how and why, or why you did not achieve your goal?

