

# Goal Setting



## Goal Setting

Goal setting is a powerful process for thinking about your ideal future, and for motivating yourself to turn this vision of the future into reality.

The process of setting goals helps you choose where you want to go in life. By knowing precisely what you want to achieve, you know where you have to concentrate your efforts. You will also quickly spot the distractions that would otherwise throw you from your course.

More than this, properly-set goals can be incredibly motivating, and as you get into the habit of setting and achieving goals, you'll find that your self-confidence builds fast.

Sometimes we all begin to feel overwhelmed with the tasks, responsibilities and commitments we, in our day to day lives face, but there are a couple of simple ways to overcome this feeling.

## How to Set Goals

1. Outline the steps needed to achieve it.
2. Consider possible blocks and ways of progressing with them.
3. Set realistic deadlines.

In order for something to be a goal:

- It has to be important to you, personally
- It has to be within your power to make it happen through your own actions
- It has to be something you have a reasonable chance of achieving
- It must be clearly defined and have a specific plan of action

By setting goals you can:

- Increase performance and achieve more
- Improve motivation and confidence
- Reduce stress and anxiety
- Concentrate and focus on what is important
- Be self-directed, satisfied and happy

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## Planning Your Job Search

<b>1. Where am I now?</b>	
<b>2. Where do I want to be?</b>	In 6 months...
	In 12 months...
	In 2 years...
	In 5 years...
<b>3. How will I get there?</b>	
<b>4. What am I going to do about it?</b>	
<b>5. What do I need to do about it?</b>	

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It is useful to have both short and long-term goals as part of an overall career plan. Long-term career goals require you to look into the future and not be constrained by any present limitations. This means not looking at the future through the eyes of the present but rather thinking of the future as if it is everything you want it to be.

However, it's important before deciding on your future direction it helps to reflect on where you are now and take an inventory of your life.

<b>Goals:</b> <i>(Specific, Measurable, Attainable)</i>

<b>Benefits from achieving these goals:</b>