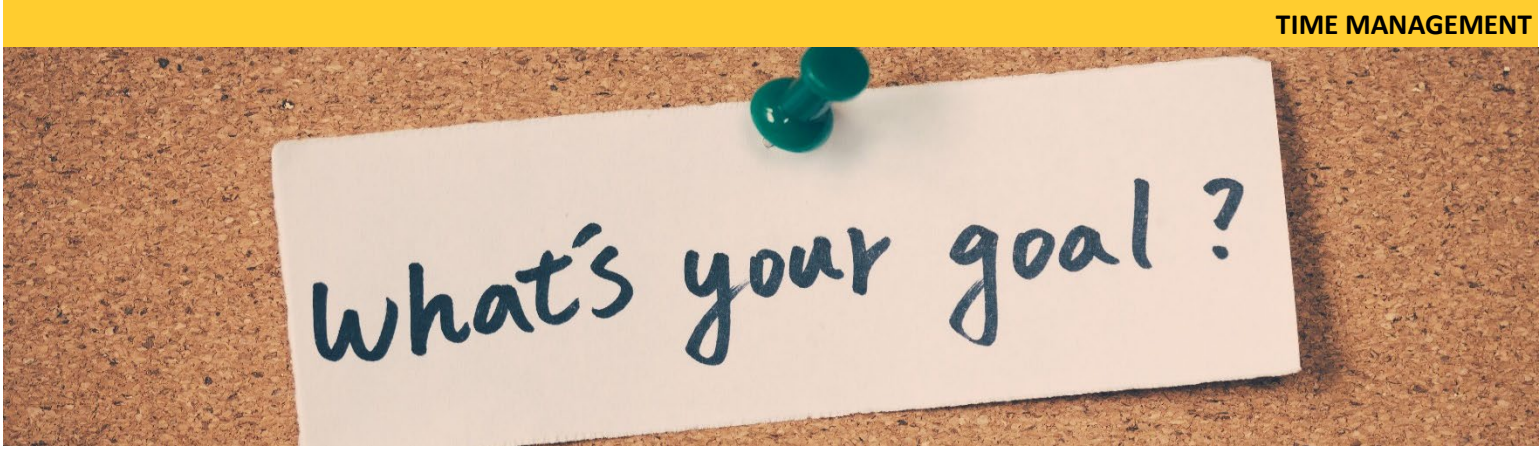


# Goal Setting

TIME MANAGEMENT



What's your goal?

## What is it and why do I care?

Setting effective goals helps you achieve milestones and increase motivation for the overall plan you have for your life. Goal setting allows you to measure how far you've come, how far you have left, and aligns your focus and behavior. Research shows that if you write down challenging, yet attainable goals, you increase your prospect of pursuing and fulfilling ambitions.

## What methods can I use?

Choose what method is best for you and your goal/s below. Fill in each part of the method based on your goals.

### S.M.A.R.T. Goal Method

**Specific:** Be highly specific and pinpoint exactly what you're trying to accomplish.

**Measurable:** How will you know when you've accomplished the goal? What things do you need from start to finish?

**Attainable:** Is the goal achievable? Consider your capabilities and constraints, such as time, finances, resources, and capacity.

**Relevant:** How does the goal align with broader goals? How is it worth your time, energy, and resources?

**Time-Bound:** What is the time frame for accomplishing the goal? Set a target completion date, include date-specific increments.

### The Six W's Method

**Who** will your goals involve? This can be professors, parents, peers, classmates, and others.

**What** are you trying to achieve?

**When** do you want to accomplish this goal? Is it an ongoing, repetitive goal?

**Where** is this goal located?

**Why** is this an important goal to you?

**Which** resources will you need to use to accomplish this goal? What are your constraints and requirements?

### The Pact Method (For longer-term goals)

**Purposeful:** What's driving you to this goal? How does your goal connect to your personal values?

**Actionable:** Make progress every day without overplanning or overthinking. The smallest thing helps.

**Continuous:** Experiment with your actions, as long as you are making progress. Worry less about making "wrong" choices. Practice trial and error. Learn from mistakes.

**Trackable:** Keep simple tabs on your progression. Use this to reflect on how far you've come. Motivate yourself!

## Evaluate the process

- Evaluate any barriers you are facing. What is going well? What are the obstacles? Adjust if needed.
- Check to see if your progress is connecting with your goals and your values. Does it still make sense?
- Reflect on completing your goal. Are the results what you wanted? What can change for next time?
- Reward yourself for accomplishing what you were able to! Think about the positive, not just the negative.

## Resources

S.M.A.R.T. Goals Video

<https://youtu.be/1-SvuFIQjK8>

S.M.A.R.T. Goals Worksheet

[Click Here](#)