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LSS 1003
Life and Study Skills

GOAL SETTING

MAN IS A GOAL-SEEKING ANIMAL. HIS LIFE ONLY HAS MEANING IF HE IS REACHING OUT AND STRIVING FOR HIS GOALS

ARISTOTLE

Why Set Goals?

- Goals unlock your positive mind and release energies and ideas for success and achievement.
- Without goals, you simply wonder around aimlessly. With goals, you fly like an arrow, straight and true to your target.
- Setting goals will give you **direction, purpose and a focus in your life**. It also helps you to **take more control** over what happens to you.
- There are lots of benefits to setting goals. First and foremost, they help you to **develop clarity** which is the first step to helping you achieve what you want in life. If you have clear goals and focus on them, you will get more of what you do and want and less of what you don't want.

- It is also useful to think of a time when maybe we haven't felt so good, perhaps a time when we have been a bit lost and depressed.
- The likelihood is that it will be a time when you have had nothing to look forward to and felt that there was a lack of hope and direction in your life. This can be a reminder and a motivator **that having a goal is a positive thing** and everyone needs a good reason for getting up in the morning!
- According to research **people who actually make a record of their goals accomplish 80% more** than those who don't.

SMART Goal Setting

- A common acronym in objective and goal setting is the **SMART** acronym.
- You may well have heard of this already. The **SMART** acronym is used to describe what experts consider to be "good" objective or goal statements because they contain most of the essential ingredients that make for good goal setting formulae.

Smart Objectives and Goals

CLICK on the 2 LINKS below to watch the videos in order
How to write a smart goal.
How create a SMART goal

Activity 1

CLICK ON THE LINK BELOW this click on
Which are SMART tasks?

Write your NAME: _____

4/5/2017

HOT ID: _____

Activity 2

CLICK THE LINK BELOW:
Is this a good SMART action plan?

SMART ACTION PLAN

SMART Action Plan
S: Be **Specific** about what you want to achieve. do not be ambiguous, communicate clearly.
M: Ensure your result is **Measurable**. Have a clearly defined outcome and ensure this is measurable (KPIs)
A: Make sure it is **Appropriate**. Is it an **Achievable** outcome?
R: Check that is **Realistic**. It must be possible taking account of time, ability and finances.
T: Make sure it is **Time** restricted. Set yourself an achievable time frame, set deadlines and milestones to track your progress.

Objectives	Tasks	Resources/Help needed	Potential barriers to success	Evidence of success	Completion/review date
1. Complete the SMART goal setting worksheet	1. Read the SMART goal setting guide	1. My friend's help	1. My friend isn't working	1. Completed worksheet	17 November
2. Write a SMART goal	1. Write a SMART goal	1. My friend's help	1. My friend isn't working	1. Written SMART goal	17 November
3. Write a SMART goal	1. Write a SMART goal	1. My friend's help	1. My friend isn't working	1. Written SMART goal	17 November
4. Share your SMART goal with your friend	1. Share your SMART goal with your friend	1. My friend's help	1. My friend isn't working	1. Shared SMART goal	17 November
5. Review your SMART goal	1. Review your SMART goal	1. My friend's help	1. My friend isn't working	1. Reviewed SMART goal	17 November

Activity 3

- Think of a goal that you would like to achieve.
- Make sure that it is a **SMART** goal
- Share the goal with your teacher
- Complete a **SMART** action plan for your goal
- Use the **SMART** goal action plan template on the next slide to complete your plan.

Activity 3: Use Activity 3 Worksheet to write down the missing information.

Activity 3

Action Plan:

Objectives	Tasks	Resources/ Help needed	Potential barriers to success	Evidence of success	Completion/review date:

Activity 4: (Revision for students- no need for teacher's feedback)

Instructions: Watch the video and write down the steps that will help you set your goal.

write the words beginning with these letters

S _____
M _____
A _____
Ri _____
T _____

MEMORIZE THESE!