

## Learning to set goals

### Secrets to success

Let's begin with taking a look at what goals are.

A goal is anything you decide that you would like to accomplish.

Goals can be divided into two categories: short-term goals and long-term goals.

Short-term goals are goals that can be accomplished in a short amount of time.

Long-term goals are goals that take a long period of time to accomplish, usually a year or more.

I am going to join the volleyball team is an example of a short-term goal.

I am going to become a lawyer is an example of a long-term goal.

Why is it important for you to learn to set goals?

Because they are powerful tools and many studies have linked setting goals to success.

In fact, a Harvard study revealed that people that have goals are 10 times more successful than people without goals.

How is it that setting goals leads to success?

Goals help us make improvements in our life.

Each time you accomplish a goal you are moving up the ladder of success.

How can you improve your chances of completing your goals?

By using an effective goal setting strategy called "smart".

Smart means when you set a goal it should be specific, measurable, achievable, realistic and timely.

By doing so, you're creating a goal that you will most likely be able to fulfill when you create a goal it should be very specific.

Your goal should be very clear and detailed on what you want to accomplish.

When goals are specific, they are easier and more likely to be accomplished.

Here are two examples of a vague versus a specific goal.

I hope to get good grades is vague.

On the other hand, I will earn an "A" in my U.S. history class this semester is clear and specific.

A measurable goal means you can determine or measure if you made progress.

You also know when you've completed the goal.

The goal has a clear ending.

An example of a measurable goal would be "I will become a firefighter."

As soon as the person becomes a firefighter they've completed the goal thus it's measurable.

To measure your progress it is helpful to break your goal down into key steps, measurable steps.

Here's an example of four steps for the goal of becoming a firefighter.

Each step gets the person closer to his or her goal.

A smart goal should be attainable.

Your goal should be realistic.

If you don't have the skills, the abilities or talents needed to complete the goal then it would be recommended that you first work on those missing parts.

Your goal should also be relevant.

Your goal should better yourself or improve your life.

It should have a positive aspect that makes you a better person and pushes you closer to success.

And lastly a smart goal is going to be timely goals need to have a schedule for completion.

Each step should have a due date.

Having a schedule will keep you accountable.

Here's an example of a schedule created for the goal "I will become a firefighter."

Not only does the goal itself have a due date but each step has a due date as well.

Making your goal timely or having a schedule is important because with no schedule there's no sense of urgency to complete your goal.

A few final thoughts remember:

Goals are powerful tools.

When properly created and written down they will help you be successful.

To ensure your goals are effective though, you want to use the smart goal strategy.