

# GOAL SETTING

Tuesday Edition

Job Readiness Workshop



A dream is only a dream until you write it down. Once you write it down, it becomes a **goal**. A goal is the process of identifying something you want to accomplish by setting measurable and specific action steps to complete it within a timeframe. Let's put your dreams into action!

## WHAT'S INSIDE

### SMART GOALS

What you need to know to achieve any goal you set.

### KNOW YOUR STRENGTHS

How to regain your confidence.

### PARADIGM SHIFT

Turn a negative into a positive.

### GOAL PLANNER

Templates to help keep track of your dreams.

## HAVE YOU EVER ACHIEVED A NEW YEAR'S RESOLUTION?

Your answer is most likely a no. It's not because we didn't want to, in the moment we were passionate to make that change, achieve something, or stop doing something. The reason is because we either lost the vision, motivation, or felt like it was taking too long.

*"Many of life's failures are people who did not realize how close they were to success when they gave up." - Thomas Edison*



## Motivation

Will determine what you do

+

## Positive Attitude

Will determine how well you do it

=

## Your Ability

Will affect your capability

## THE GIFT OF A PARADIGM SHIFT



The thought of a situation or circumstance that rocked us to our very core, leaving us in our very own rubble doesn't look like a gift, it looks more like a tragedy.

When we are able to know they can happen and that they will affect our attitude, relationships, and our view of life- we can gain the tools to make it into a positive experience.

Sometimes we grow up thinking that we have to become something after years of watering ourselves down to fit in. During a paradigm shift we can decide which blocks of our foundation we want to rebuild with, and can become who we actually are and use what we really want to be as the fuel to get us there.

Finding and remembering your motivation is vital to keep focused on any goal you set.

### SETTING "S.M.A.R.T." GOALS

Using the acronym S.M.A.R.T. helps to focus your ideas to achieve what you want at work and in life. The SMART goal method helps to clarify your ideas and break them down into manageable, measurable pieces.

- S**pecific: detailed, and exactly what you want to accomplish.
- M**easurable: trackable so that progress can be identified.
- A**ttainable: can be reached.
- R**elevant: worthwhile and important to you.
- T**imely: given a deadline to meet but can also be extended.

You can set your goal(s) based on your vision. Ask yourself:

- What do I want to accomplish? \_\_\_\_\_
- How will I know I've accomplished my goal? \_\_\_\_\_
- How can my goal be accomplished? \_\_\_\_\_
- What do I need to do? \_\_\_\_\_
- What are my obstacles? \_\_\_\_\_
- Why is the goal important to me? \_\_\_\_\_
- What is my motivation? \_\_\_\_\_
- When will I reach my goal? \_\_\_\_\_

Take credit for your successes, even the small ones. Each action takes you closer to your goal.

Don't compare yourself to others. Many times, we stop working toward our dreams because we start focusing on the people around us. We often get defeated because we see others constantly achieving and winning. We can't see how long it may have taken for them to finally achieve what you have seen as an instant win. Remember that good things take time.

Persistence and commitment. If you run into an obstacle, don't give up. Reevaluate your goal and the steps to complete them, then try again.

## KEYS TO SUCCESS

- S** - See your goal  
**U** - Understand your obstacles  
**C** - Create a positive mental picture  
**C** - Clear your mind of self-doubt  
**E** - Embrace the challenge  
**S** - Stay on track  
**S** - Show the world you can do it



## KNOW YOUR STRENGTHS

- Consider a time in the past in which you felt successful
- Think of what you did that impacted that success
- Try applying that to your future goals; remember your person strengths and keep a growth mindset

The people in our lives can dramatically affect our goals, habits, and future. As seen in the picture, the people around us can help us get the boat into the water but when it comes to helping us achieve our results, they could be paddling in the **opposite direction** making it more difficult for us to get there.

Think about the most important people in your life. Consider if they are a positive or a negative influence. Keep a list of positive characteristics and people who support your growth.



"I have not failed. I've just found 10,000 ways that won't work. When I have eliminated the ways that will not work, I will find the way that will." - Thomas Edison



That quote is a growth mindset on steroids. If you have the vision, motivation, and drive, you can keep going to find the way that will work to achieve it. With our society vastly becoming an instant-culture, it's sometimes difficult to remember that life isn't always as fast as clicking a button.

## REGAIN YOUR CONFIDENCE

If your confidence has been weakened with recent circumstances, there are ways you can build back your confidence.

Trust yourself, forgive yourself for any mistakes, get out of your comfort zone, congratulate your success, write down a list of everything you have accomplished, and remember who you are and what you can do.

Hardships don't come to destroy you, but to equip and push you into your purpose.



## BUILDING YOUR CAREER BLUEPRINT

Yesterday we reflected on what we want to do. Let's draw up what we have researched. Your passion and purpose will drive your strategy.

- Career Field \_\_\_\_\_
- Desired Occupation \_\_\_\_\_
- Mentor \_\_\_\_\_
- Volunteering \_\_\_\_\_

Think about what you want, write down your goal, create action steps, create a timeline, anticipate roadblocks, and take action!



It's important to find a job we can do to sustain us while we work toward our career blueprint. What can you do for experience, training, etc. that will help you to build your resume to reflect the path you are choosing?

# SETTING MY SMART GOALS

FOCUS AREA	Specific What do I want to accomplish?	Measurable How will I know I've accomplished my goal?	Attainable How can my goal be accomplished?	Relevant Why is this goal important?	Timely When will I reach my goal?
HEALTH					
HOME					
FAMILY					
CAREER					
PERSONAL					
FINANCIAL					

# THE SMART GOAL TRACKER

<b>Goal</b>		<b>Motivation</b>	
<b>Start Date</b>		<b>Projected Due Date</b>	
<b>Action Plan</b>	<b>Date</b>	<b>Action Steps</b>	
<b>Roadblocks</b>			
<b>Date Achieved</b>			