

The Goal Setting Toolbox



GOALS

What do you want out of life?

What is it you want to accomplish? Be specific and use detail. Some examples may be: go to college, or, go from a "C" to a "B" this marking period in a specific class. If you have more than one goal, prioritize them.

STEPS

How are you going to achieve this?

What kind of time and effort are you willing to put into achieving your goals? What will you do to move forward? You may need to ask yourself, "Do I want this bad enough?" What are you willing to sacrifice? Your goals should be attainable, but challenging to you so accomplishment brings true feelings of success.

TIMELINE

How long will it take to achieve this goal?

Describe how you will know you achieved this goal. Can you use dates and times for deadlines to track your progress? What are other ways to see how you are doing in reaching your goal?

OBSTACLES

What might get in your way?

What are the obstacles that could prevent you from reaching your goal? Can you overcome these obstacles? Think about as many obstacles as you can that might hold you back. Try to plan ways to avoid them or move them.

RESOURCES

Who or what can help you reach your goal?

A resource is something that can give you support or help? You are your own resource. What are personal strengths you possess that can help you achieve your goal? People in your life could be resources, too. Is there someone in your life you feel could help you with this goal? Another resource could be a place or a thing- for example, a library or the Internet could be a resource.

REALISTIC

Is your goal realistic?

After thinking about what is required to meet your goal, you have to consider: "Is this goal something I can achieve?" Do you have the abilities and resources to meet this goal? Can you break your goal into smaller, more doable steps? Be sure to give yourself enough time to accomplish these smaller tasks, and you will be more successful and less stressed.