

# Setting Goals

## What are goals?

- Something you want to achieve with clear tasks, activities, and actionable steps
- Specific with a clear outcome
- Timebound and measurable
- Action oriented
- Building blocks of a vision

## Short-Term Goals

- Days to months
- Smaller goals that can lead up to long-term goals
- More specific and immediate

Example: Pass my English final  
Update my resume

## Long-Term Goals

- Can take years to complete
- Big picture goals and dreams
- Give direction and purpose

Example: Graduate from Mt. SAC  
Get a new job

To set truly impactful and meaningful goals, you must first know yourself.

What are your values?  
What is important to you?  
What drives you?

There are different ways to set and work towards goals.  
Try different ones to find the right fit for you.



# SMART Goals

Setting realistic and well-defined goals will help you stay focused, measure your progress, and stay motivated to reach your goals.

Use the SMART guide to help you set your goals.

[10 Goal-Setting Methodologies](#)

[10 Effective Goal-Setting Techniques](#)



**S** **SPECIFIC**

Clear and well-defined. "Lose weight," vs "exercise three times a week."



**M** **MEASUREABLE**

Be able to track progress. "Get 8 hours of sleep" vs "Improve sleep"



**A** **ACHIEVABLE**

Realistic and attainable, given your current resources, time, and abilities.



**R** **RELEVANT**

Should align with your broader life and be meaningful to you.



**T** **TIME-BOUND**

Set a deadline. This creates a sense of urgency and helps you stay focused.





# One Word Goal

This method helps you focus on one goal over a longer period of time!

1. Select one word that will represent your goal.
2. For example: hiking, study, pass math, health, self-care, etc.
3. Post that word somewhere you will regularly see.
4. Take some time and think deeply about what actions you can take to meet this goal.
5. Find ways to incorporate these things into your day-to-day life.

See handouts for other methods of goal setting. Key is to try different methods to find what works best for you.

Top 15 Goal-Setting Frameworks and Principles to Drive Success

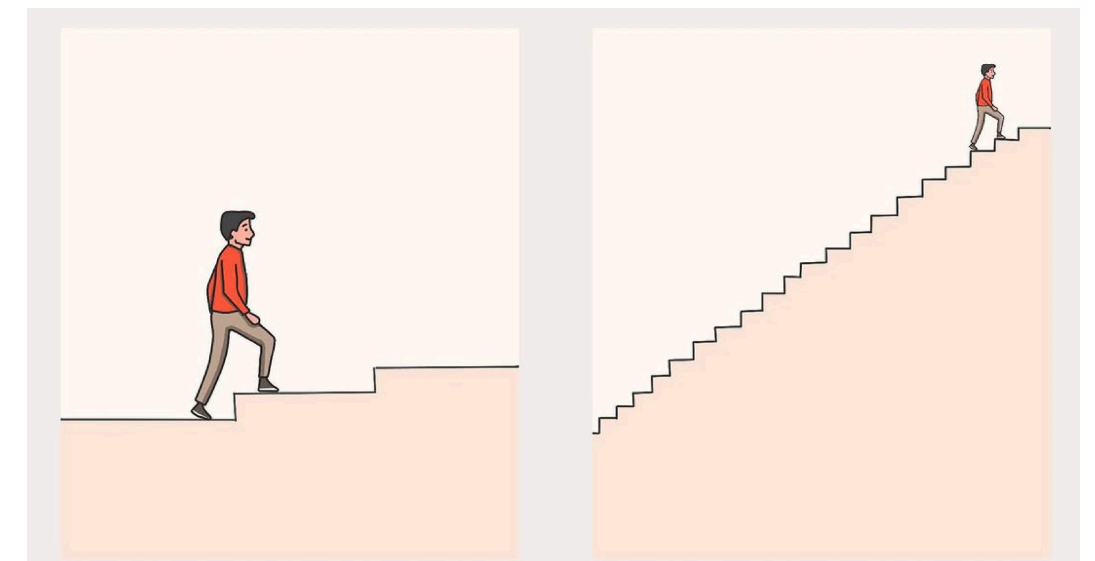


# Big Picture, Small Goals

Develop your large end goal first, then create smaller, actionable goals to help you get there. Its ok if it takes time to reach your goals. Every mistake or setback is an opportunity to learn.

Every inch forward is momentum that makes your goals a reality!

1. Choose the goal you are working towards.
2. Write down all the steps you will need to take to reach it.
3. If the steps to get to your goal require their own steps, write those down as well.
4. Work backwards to get to your goal, start at the smallest, most immediate level and work your way up.





# Goal Visualization

A visual representation of your goals can be a powerful tool.

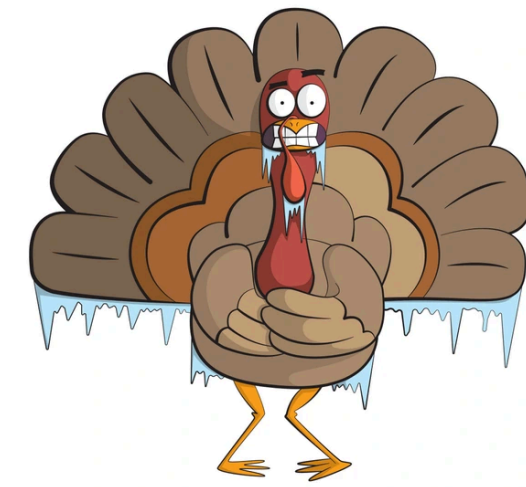
Visualization prepares the mind for how it will act or react.

Put your visions and goals somewhere you will often see them to serve as a consistent reminder of what you are working towards.

- Vision boards
- Sticky notes
- Success mapping
- Journaling



# Harm Reduction Framework



Maybe your goal is to drop an old habit that you don't find helpful anymore, or a certain habit that is preventing you from achieving your goal.

Harm reduction goal setting emphasizes small, achievable steps to reduce negative consequences of an unhealthy habit.

- Quitting a bad habit cold turkey isn't always helpful!
  - We might be really hard on ourselves if we return to our unhealthy habits and lose motivation to keep going.
- Impossible goals can hurt our long-term motivation
  - Big goals are always welcomed! But trying to run a 10K in two days when you have never run before is not realistic.
- How was the Grand Canyon carved? One day at a time!
  - Every achievement, even small ones, are a big win!

1. Identify and name the behavior
2. Focus on reduction, not perfection
3. Decide what would make the situation better right now.
4. Be honest about your current habits and what feels realistic.
5. Set one small, specific, achievable goal.
6. Identify tools, supports, and strategies.
7. Anticipate challenges and think of how you'll handle them if they come up.
8. Track and reflect without self-criticism.
9. Adjust as needed

# Steps to Achieving Goals



## **Pace Yourself**

Don't overdo it. It's ok to start small if it is realistic.



## **Break It Down**

Divide the vision into smaller, achievable goals.



## **Track Progress**

Regularly review progress and adjust as needed.



## **Stay Flexible**

Expect and be willing to adapt to challenges. Adjust and persist.



## **Reward Yourself**

Celebrate small successes and keep your eye on your motivators.