



Get Results: Set Goals

**University of Wisconsin -
Whitewater**

Transition Program

**Project ASSIST
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Three Types of Goals

1. Long-Term

- Next few years
- Examples: Graduating on Deans List, obtaining internship, etc.

2. Short-Term

- Current term, semester or quarter
- Moves towards long-term goals
- Examples: Passing classes, getting good grades, creating study group, etc.

Three Types of Goals

3. Immediate

- Steps to complete each short-term goal
- Always relate to larger goals
- Break each short-term goal into a plan to meet that goal
- Example: If short-term goal is to pass courses, immediate goals might include attending all classes, doing all assignments on time, studying for exams

Building Blocks

- These three types of goals are all related
- Starting with long-term goal, identify things that must happen
- These become short-term goals
- Identify things that have to happen to achieve short-term goals
- These become immediate goals

Example

- Long-Term Goal: Graduate from college in 4 ½ years with honors
- Short-Term Goal: Get A's in every class
- Immediate Goals:
 - Attend every class
 - Work with professors
 - Get actively involved
 - Study daily & create study group

Problem Solving

- Goals overcome problems, move towards where we want to go
- Find “gap” between current situation and what we want to achieve
- Identify causes for this gap
- Set short-term goals to meet this need/want
- Develop intermediate goals to meet each short-term goal

Goals & Options

- Look for different ways to solve problems
- Identify Choices
- Example: If math is a problem, 2 choices:
 - Master anxieties, fears
 - Avoid Math classes
- Reflect on positive & negative consequences of each choice
- Make Decision



Taking Action

- Identify choices to solve problems, make decision, work towards change
- Identify steps to move towards that option
- Set intermediate goals
- Work this plan to best of ability
- Constantly re-evaluate progress
- Effective planning is ongoing process

Goals as Tool

- Goals are not burdens, set in stone
- They are tools that adapt, change
- Purpose is to solve problems, not create problems

S.M.A.R.T. Goals

- **Specific.** Everyone that would read goal should agree meaning. Examples: I want to work with people. I want to plan social and educational programs for children and adolescents.
- **Measurable.** Have yardstick for measuring outcomes. Example: I want to earn a 3.00 GPA this year with no grade below B.

S.M.A.R.T. Goals

- **Action-Oriented.** Measurable, what are the action-steps in process of achieving goal? Example: I want to earn a BBA from UW-Whitewater with an emphasis in Accounting.

S.M.A.R.T. Goals

- **Realistic.** Self-understanding is important, acknowledge strengths, weakness. Be sure goal are things that you can do, outcome is your control. Example: I enjoy math and am good at it. I want to be a math teacher.

S.M.A.R.T. Goals

- Timely. Set target date for goals, measure progress towards meeting them. Example: I want to earn a BBA from UW-Whitewater with an emphasis in Accounting before summer of 2009.

Want to Learn More?

Powerful Goals in Seven Easy Steps!

<http://www.topachievement.com/articles.html>

- Goals are tools to help us get where we want to go.
- *Top Achievement* Web page has variety of suggestions on goal setting.