

# About Setting Goals

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## What is a goal?

- A goal is something we set for ourselves.
- A goal is something we aim for.
- A goal is important for achieving success.
- A goal can help us measure our progress, to see if what we are doing is moving us closer to or further from our ultimate ambition.
- A goal can be small: “I will wash my car Saturday morning.”
- A goal can be big: “I will become a nurse in the next three years.”
- The big goals can be broken up into smaller ones:
  - “I will increase my English by one level by the fall.”
  - “I will pass my GED test by this summer.”
  - “I will enroll in a CNA program by next spring.”

## Tips to help you set goals:

- Keep it simple; just a few sentences for each goal will be plenty.
- Write your goals down! “The discipline of writing something down is the first step toward making it happen.” -- Lee Iacocca
- Make a commitment to review your goals regularly.
- Allow your goals to reflect your values. Let your sense of inner purpose guide you.
- Visualize achieving your goal. See it, taste it, smell it. Feel your goal before it happens.
- Use motivating, positive language.
- Make your goals emotional. Use words that have an impact on you – energizing, compelling, inspiring words.
- Share your goals with others and ask for their support.
- Reward yourself along the way. Even small achievements deserve recognition.
- Create goals for different increments of time (one week, one month, three months, one year, five years, 10 years, etc.).
- Make sure your goals are yours, not just what others expect of you.
- Be sure to track your progress along the way.
- Practice setting goals to learn how and to get better at it.
- Keep reviewing your goals and the steps you’re taking to reach them.
- Are your actions moving you closer to your goal or further from it? If your actions aren’t moving you closer towards your goal you need to look again at the goal you’ve set and the steps you need to take to get there.

**Setting goals is an ongoing process.**

