



StudentKeys®

# **GOAL SETTING WORKBOOK**

**PLANNING YOUR FUTURE**



## It all started with a goal

Most success stories begin with a goal. They start with a statement of purpose and continue through with a plan of action. Although goals are not easy to maintain or achieve, nothing in life is so rewarding. Ask any Olympic athlete.

## Seven Characteristics of Winners

Winners can be identified easily because of their positive self-expectancy. They win because of their...

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|---------------------------|--|
| 1) <b>DESIRE</b>          | They want to win.  |
| 2) <b>MOTIVATION</b>      | They are positively inspired to win.                                     |
| 3) <b>DIRECTION</b>       | Their desire and motivation are aimed in a specific direction.           |
| 4) <b>COMMITMENT</b>      | They don't quit pursuing their direction even in the midst of adversity. |
| 5) <b>SELF-DISCIPLINE</b> | They have an effective process to make winning happen.                   |
| 6) <b>SELF-CONTROL</b>    | They know what is important and what can wait.                           |
| 7) <b>PREPARATION</b>     | They are ready to win and have learned winning habits.                   |

## Why do you need goals?

Because you have a future. Consider the benefits of having a goal.

### A GOAL...

- Gives you a sense of purpose
- Propels you forward to action
- Helps conserve your energy
- Resolves indecision
- Reveals your full potential
- Offers hope when there is none

# SPECIFIC GOALS

## Educational Goals

Today, a quality education and targeted training are necessary for all employment endeavors. Take a look at your career goals and try to determine the level of education, skills, and training you will need to succeed in your prospective career.

**In the space provided below list your educational goals and explain why these goals are important to your career. When explaining these goals, please answer the following questions:**



- 1. What type of degree will you need to succeed in your chosen career?** (i.e. BA, MA, MBA, Ph.D., Associates, certificates, specialized degree, etc.)
- 2. What skills will you need to acquire?** (i.e. language, organizational, communication, sales, intercultural, technical, artistic, writing, etc.)
- 3. What hands-on training will you require?** (i.e. computer, research methods, medical, etc.)
- 4. What people and resources (specific or general) can help you to achieve these goals?** (i.e. professors, mentors, internships, student organizations, volunteer work, professional contacts, specialized publications, trade or academic journals, libraries, computer software, etc.)

### EDUCATIONAL GOALS FOR PRIMARY CAREER GOAL:

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### EDUCATIONAL GOALS FOR SECONDARY CAREER GOAL:

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# MANAGING OBSTACLES

Now that you have defined your career, educational, leisure, and personal goals, the next step is to act on those goals. Here you may encounter obstacles. Some obstacles will be real; others will be perceived. Both kinds are important to recognize so that they may be managed.

Sometimes our obstacles come from fears. We are often intimidated by dreams just slightly out of our reach or beyond our immediate understanding. Keep in mind that the destination is not as important as the process. It is not your outcome, but your performance along your journey that builds self-confidence. If you set out to win, but only receive runner-up, you are much better off than had you never tried.

Be aware of the obstacles you may encounter in your quest to reach your goal. The following are five potential factors that may hold you back.



## 1. Fear of failure

If you think you can, you can. If you think you can't, you're right. Don't become a self-fulfilling prophet by doubting yourself. A positive attitude is habit forming, but so is losing. A self-expecting attitude is coming in fourth, exhausted and encouraged because last time you came in fifth.

## 2. Fear of success

Some of us actually fear the thought of being successful. The pressure on those in the winner's circle is high. If you perform well in one endeavor, will you be expected to top that success the next time around? Sometimes the thought of success is downright frightening. You may not desire the attention successful people receive. Just remember, success breeds confidence. Fear of success is a tragedy. Many people who lack your talents and ability would gladly trade places with you.

## 3. Wanting to quit because things didn't go your way

In the beginning, your goal may look relatively easy to achieve. For example, if you decided to lose 20 pounds in the next year and your goal is to have a consistent daily workout, but you lack the consistency, don't give up the quest; dig in. Get around others who will hold you accountable by letting them know your daily workout schedule. Write down the goal and keep a weekly calendar of your workout schedule. Begin to workout with others and have your friends call you a few times a week to hold you accountable to your goal. If you have done everything in your power to maintain your goal, but you still fall short, look at the progress you have already made and try again.

## 4. Your focus is on competing with others

Are you riding in your friend's back seat, or are you driving your own car? Take a look at your primary motive for your goal. Are you motivated positively or negatively? Do you have something to prove in order to gain social recognition? If envy or greed are driving your actions, you will surely fail. It is better to be internally motivated than externally motivated.