

# What Are The Steps For Goal Setting?



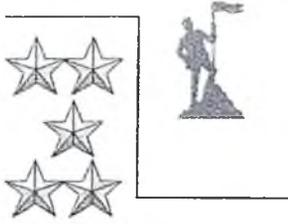
 There are five steps to setting goals. They are 1.) *An Honest Self-Assessment*; 2.) *Career Field Exploration*; 3.) *Decision*; 4.) *Setting Short- and Long-Term Goals*; and 5.) *Outcomes*.



The first step of Goal Setting is to conduct an *Honest Self-Assessment*. An Honest Self-Assessment means to look at yourself and *HONESTLY* decide what you can and cannot do. This may be the hardest step in setting a goal because it can force you to admit that there are things you cannot do and careers you should not choose.



An area of weakness does not mean that you should not choose a particular career field. What it *does* mean is that you should consider a related career field so that you will increase your chances of success. Weaknesses in any area should not discourage you from trying new things. It *should*, however, provide you with a realistic portrait of the amount of work or time you may have to put in, in order to be successful.



The fifth step of Goal Setting is your *Outcomes*. Each positive outcome should mark the completion of a Short-Term Goal or satisfy the prerequisite for its completion. As your Short-Term Goals are reached you move closer and closer to realizing your Ultimate Long-Term Goal.

## How Do I Know I've Finished?

 You may never be finished. There are always new opportunities and experiences to explore. As long as you are on a path that you enjoy and are experiencing some success, you may keep on growing and setting new goals.

There may be obstacles along the way, but you should try to remain focused and persevere. These obstacles usually don't last. However, if they do, you can always create new short-term goals that allow you to work around them or change your long-term goal altogether.

New long-term goals will always emerge as you grow and mature. Don't be afraid to keep on revising and adding new goals. The limit of goal setting is ONLY reached when you are happy in what you are doing. Don't be afraid to trust your judgments and to rely on your experience. Don't be afraid to ask questions of those around you who have more experience than you.

# Terminology

Look up the definitions for the following words, then place the correct Word in the sentences below.

Goal setting - \_\_\_\_\_

Achieve - \_\_\_\_\_

Recipe - \_\_\_\_\_

Ordered - \_\_\_\_\_

Short - term goals - \_\_\_\_\_

Planning - \_\_\_\_\_

Experience - \_\_\_\_\_

Honest - \_\_\_\_\_

Self-Assessment - \_\_\_\_\_

Maximized - \_\_\_\_\_

Learning - Style Inventory - \_\_\_\_\_

Commit - \_\_\_\_\_

# Terminology

Look up the definitions for the following words, then use the correct Word in the sentences below.

Learning Disability - \_\_\_\_\_

Fantasy - \_\_\_\_\_

Compensatory - \_\_\_\_\_

Assessment - \_\_\_\_\_

Requirement - \_\_\_\_\_

Skills - \_\_\_\_\_

Realization - \_\_\_\_\_

Related - \_\_\_\_\_

Modified - \_\_\_\_\_

1. The things that we want to accomplish in the immediate future are considered our \_\_\_\_\_.
2. In order to successfully bake a cake for the first time, we would need to have a \_\_\_\_\_.
3. When we take a good look at ourselves with regard to our strengths and weaknesses, we are making a true \_\_\_\_\_ of ourselves.
4. If we work to our greatest potential, we can say that we have \_\_\_\_\_ our greatest abilities.
5. The vocational inventory that helps to determine the best way that we learn is called the \_\_\_\_\_.
6. To dedicate oneself to a cause is said to \_\_\_\_\_ to something.
7. If we are sincere and truthful, we can say that we are being \_\_\_\_\_.
8. What we have done in our life is said to be our \_\_\_\_\_.
9. When the steps of a goal are planned, the events will happen in an \_\_\_\_\_ sequence.
10. Determining what we want to achieve and when we will do it is the process of \_\_\_\_\_.
11. Arranging our goals in an order is called \_\_\_\_\_.
12. In order to successfully complete our education, we must \_\_\_\_\_ satisfactory grades in our courses.

# Future Goals



Our future exists in each one of us NOW, in the form of our ideals, hopes, duties, tasks, plans, unrealized potentials, missions, fate, and destiny. What we want from the future influences the decisions we make today.

The following exercise is designed to help you increase your awareness of future aspirations and goals, to clarify how we can use our sense of the future to affect the decisions we make today.

## 20 THINGS I WANT TO DO BEFORE I DIE

TWO PLACES YOU WANT TO GO TO.

- 1.
- 2.

A PERSON YOU HOPE TO MEET.

- 3.

TWO JOBS OR TASK YOU WANT TO FINISH

- 4.
- 5.

TWO PIECES OF UNFINISHED BUSINESS WITH PEOPLE YOU WANT TO FINISH.

- 6.
- 7.

TWO ADVENTURES THAT YOU WOULD LIKE TO HAVE.

8.

9.

SOMETHING THAT YOU WOULD LIKE TO LEARN

10.

A SKILL YOU WANT TO IMPROVE.

11.

A BOOK YOU WANT TO READ OR RE-READ.

12.

MAKE YOUR OWN. FOR IDEAS, THINK OF EDUCATIONAL GOALS, FAMILY  
RELATED GOALS, PERSONAL GROWTH GOALS, CAREER AND WORK-RELATED  
GOALS, LEISURE TIME GOALS, LONG-RANGE LIFE GOALS.

13.

14.

15.

16.

17.

18.

19.

20.

