

## Associate Level Activities

---

### Appendix B

#### Goal Setting

##### Defining Goals

Goals are statements, or words, an individual wants to achieve in a certain period of time. Goals require prioritization, have time constraints, and are measurable and must align with an individual's abilities, the degree goal often focuses on skills and processes. Setting goals can bring motivation, focus, and energy for goal setting to create effective direction for successful focus of the goal.

Goals can be set in various areas of life, such as career, personal development, family, friends, fitness, health and wellness. Goals have physical, emotional, and intellectual goals. Goals can also come in many different periods. Some goals can be long-term (1 to 5 years goals). Others can medium term (3 years). Still others are more immediate and short-term (1 to 60 months).

##### Benefits of Goal Setting

Creating goals provides structure and progress for your work, academic, and professional activities. Individuals who are effective generally set goals, implement them, and evaluate them often and clearly. Successful sales, public leaders, and art performers all have well-developed goals.

##### SMART Goals

For goals to be effective they should include action words that specify the order the desired outcome. Effective goals don't include the following SMART criteria:

1. **Specific:** Specific is stated exactly, clearly to be accomplished. Vague goals do not provide enough structure for achievement. In addition, it's difficult to determine when an accomplishment goal has been accomplished.
2. **Measurable:** Measurable goals include clear measurements for focus, results and achievement. It suggests difficult measures, strong the difficult achieve.
3. **Achievable:** Goals require realistic, time-oriented, and only for the individual. Practical targets can help set clear, achievable goals. Set goals that challenge, however, challenging goals are including realistic, goal-oriented, research-oriented, realistic, and logical ones.
4. **Realistic:** Goals to attainability, goals require realistic. Realistic goals do not include setting goals, such as winning the lottery, although realistic other things, such as goals do not take on others, behavior, habits, habits, goals and the regular habits of achievement or the goals are. Realistic goals set a clear goal to reach focus for achievement.
5. **Timely:** Every goal requires a deadline for completion. Time limits reinforce the urgency, changing habits and other time goals. If a goal is not accomplished by the stated deadline, there is less, more realistic deadline of practice. Having a deadline is more realistic in achieving achievement goals.