

## **Goal Setting and Planning AG 470-F**

### **Unit Objective**

After completing this unit, the student should understand the benefits of goal-setting, planning, and time management and be able to use methods and techniques presented in the unit to implement them.

### **Specific Objectives and Competencies**

1. Define terms associated with goal-setting and planning.
2. List the principles of goal-setting.
3. Distinguish between long- and short-range goals.
4. List short-term goals.
5. List long-term goals.
6. Discuss different types of goals.
7. Identify the areas in which a well-rounded person uses goal setting.
8. Set long- and short-range goals for the areas of a well-rounded life.
9. List the steps for accomplishing goals.
10. Apply the steps for accomplishing your long- and short-term professional goals.
11. Discuss the importance of organization in achieving goals.
12. Discuss the benefits of planning.
13. State easy-to-use planning and time-management strategies.
14. Formulate a plan for improving planning and time-management in your professional and personal life.