

Name _____

Establish Short-Term Goals

“What the mind of man can conceive and believe, the mind of man can achieve”

-W. Clement Stone

Goal setting is important for success. Goals provide direction in your life and a way to measure your successes. They can be long range or short range. In order to set well-defined achievable goals you must:

- **Make your goals specific and reasonable.**
- **Make a list of activities that will enable you to reach the goal.**
- **Visualize what it will be like when you have reached your goals.**

A good goal statement has three parts:

- **What is going to happen;**
- **When it will happen; and**
- **How it will happen.**

Your goals should be reasonable and appropriate for your own situation. While you are still in high school and working only part-time, it is unreasonable for your goal to be buying a new pickup truck with the latest sound system. You could reasonably set a goal of earning the down payment for a car you can afford by taking outside jobs for the next six months or budgeting your current earnings.

When you set your goals, also make a list of activities that will enable you to reach the goal. Here's an example:

Goal: I want to improve my math grade within the next nine weeks by learning to study more effectively.

Activities to help me reach the goal:

- Read a book on how to study.
- Make a study plan that includes regular review.
- Find a study partner who understand the math assignment.
- Ask the math teacher for suggestions for improving my grade.

- Check with the math teacher every two weeks to see if my math skills are improving.

Write **at least two goals** for each area and a list of **three activities** that will enable you to reach each goal. Make your goals specific and reasonable.

EDUCATIONAL GOALS: (relating to your training program)

1. _____

Activities

a. _____
b. _____
c. _____

2. _____

Activities

a. _____
b. _____
c. _____

PERSONAL GOALS: (appearance, personality, friends, family, etc.)

1. _____

Activities

a. _____
b. _____
c. _____

2. _____

Activities

a. _____
b. _____
c. _____

CAREER GOALS: (job search, reading about your occupation, etc.)

1. _____

Activities

a. _____
b. _____
c. _____

2. _____

Activities

a. _____
b. _____
c. _____

FINACIAL GOALS: (savings, postsecondary training fund, recreation, etc.)

1. _____

Activities

a. _____
b. _____
c. _____

2. _____

Activities

a. _____
b. _____
c. _____

Keep these goals in mind and work on reaching them. Good Luck!

List any other goals you may want to achieve in the space below.