

## **CHAPTER 2**

### **GOAL SETTING**

The word goal is defined as the end toward which effort is directed. Reaching self-made goals can be easily attainable or have degree of difficulty depending on the type of goal set for you. For those who have not set many goals before, starting with one easily attainable can be very rewarding.

Set a goal that can be attained easily and within a very short period of time; such as one or two days. Reward yourself after reaching the goal. Whether the goal was to accomplish a simple task, remembering to complete an assignment, losing one pound of weight, etc., reward yourself in a way that will make you want to set other goals and feel positive about your accomplishment.

As you progress, more difficult goals can be set which could be an immediate or long-range goal. In the job seeking process, a short-range goal may be setting up your first interview or preparing a professional looking resume. As your confidence builds in the process, setting a goal of obtaining your first job can be a tremendously rewarding experience.

A long-range goal can be what you wish to attain in a ten-year period. It may involve the job you wish to be in at that time, the responsibility level you want to have, the amount of money you want to be making ten years from now, or any other goal you wish to set for yourself.

An important point to remember is to set a goal that you know you will have the possibility of attaining. Falling short of your goal can be depressing and result in a feeling of failure. This feeling can lead to just giving up on setting other goals.

The following goal setting exercise can be used for just about any goal you wish to obtain. Complete the exercise with a goal that can easily be met. As you feel more confident or as you want to add a degree of difficulty in reaching your goal, continue to use the points in this exercise to set up a contract for yourself. Complete the contract and then reward yourself for a job well done.

## GOAL SETTING

1. I want to achieve the following goal: \_\_\_\_\_  
\_\_\_\_\_

2. What could keep me from reaching this goal?

\_\_\_ I don't have the skills, ability and/or knowledge needed.

\_\_\_ I don't want it badly enough to really work at it.

\_\_\_ I'm afraid that I might fail.

\_\_\_ I'm afraid of what others might think.

\_\_\_ Others don't want me to reach this goal.

\_\_\_ The goal is too difficult to ever accomplish.

Some other reasons might be:

a. \_\_\_\_\_

b. \_\_\_\_\_

3. What are some things I could do so that the items checked in point #2 don't prevent me from reaching my goal?

a. \_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_

4. Who can help me?

Name: \_\_\_\_\_

Kind of help: \_\_\_\_\_

5. What are my chances for success?

_____ Very Good	Why do I feel this way?
-----------------	-------------------------

_____ Good	_____
------------	-------

_____ Fair	_____
------------	-------

_____ Poor	_____
------------	-------

_____ Very Poor	_____
-----------------	-------

6. What are some of the good things that might happen if I reach this goal?

a. \_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_

7. What are some of the negative things that might happen if I reach this goal?

a. \_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_

8. What are the chances that the negative things would happen if I was to reach my goal?

<input type="checkbox"/> Very high	What could be done to reduce the odds?
<input type="checkbox"/> High	_____
<input type="checkbox"/> 50/50	_____
<input type="checkbox"/> Low	_____
<input type="checkbox"/> Very Low	_____

9. Do I still want to try to reach this goal?

Yes

No

Still undecided

10. What are some first steps I could take to reach this goal?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. What else must I do to succeed?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Am I going to take the above steps?

Yes

No

Still undecided

13. If my answer to #12 is Yes, I make the following self-contract:

\*\*\*\*\* **SELF-CONTRACT** \*\*\*\*\*

I, \_\_\_\_\_, have decided to try to achieve the goal of \_\_\_\_\_.

The first step I will take to reach this goal will be to \_\_\_\_\_.

My target date for reaching this goal is \_\_\_\_\_.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_