

GOAL SETTING



QUICK EXPLANATION

Attending university is a skill, with juggling a social life, extra-curricular activities, lectures, assignments, perhaps a job and other things going on at home. It is important for you to try to get a good balance and stay on top of everything you must do.

Goals are a great way for you to set intentions for the day or week to help you stay on track. Your goals should be realistic and personal, and should work with what resources and time you have available.



AIM

To help you to organise your time and achieve your goals.



INSTRUCTIONS

1. Work through a goal using the worksheet below. Your goals should be **SMART**. Sometimes you can run the risk of setting yourself up to fail when you try to achieve too much with too little.

Goals should be:

Specific: and detailed. Rather than just aiming to 'finish that essay', break up the essay and set time aside to do the reading, or make space to speak to those who can help.

Measurable: there should be a marker to know when you have completed your tasks, such as a marked difference, or perhaps friends are able to notice the change.

Achievable: make sure you can achieve your goals, don't make them too ambitious. Smaller steps are better as you can start to celebrate your successes.

Resourced: do you have the resources to be able to achieve your goals, this could be time, head space, books, etc. If you don't have access to the resources, how can you change this?

Time: set a realistic time frame, this could be a week, a month or even a year. Don't add to your pressures! Again, consider smaller goals if needed.



RESOURCES

Worksheet

WORKSHEET: GOALS

	YOUR GOAL
SPECIFIC	My goal is ...
MEASURABLE	I know I will have achieved it when ...
ACHIEVABLE	It is achievable because ...
RESOURCED	To achieve my goal, I will need ...
TIME FOCUSED	I will achieve my goal by (date) ...

WHAT IS THE FIRST THING YOU CAN DO TO HELP YOU ACHIEVE YOUR GOAL?