MAKING DECISIONS & GOAL SETTING – Appendix 5.02 (1)

Goal setting is determining what one hopes to accomplish now or in the future. Once you have identified and evaluated possible careers or jobs and explored the alternatives, you are ready to choose the most feasible option. It is essential to consider the long term goals as well as the short term ones when deciding on an option. Long-term goals are usually central to one’s life. The steps taken to reach long-term goals are short-term goals that are usually accomplished in stages.

Directions: Review and discuss the following guidelines for effective goal setting.

- Goals should be realistic and attainable.
- Goals are concrete and measurable.
- Goals are expressed in specific and realistic time frames.
- Goals are expressed in quantitative terms.

In addition to the guidelines above, consider the following questions when analyzing the positives and negatives of your goals.

Answer the following questions:

1. Is this goal worthwhile? Is this goal consistent with my overall plans?
2. Am I ready to make a commitment to the goal?
3. Am I willing to commit to a timetable in order to measure my progress towards this goal?
4. Have I really thought through the consequences of accomplishing this goal? What are some of the barriers I may face? How will I handle the barriers?
5. Is this goal within my beliefs and values?
6. Do I visualize this goal clearly and see myself at the endpoint?
7. Am I ready to make this goal a high priority in my life? Am I willing to sacrifice other activities?
List Your Goals

Think about the big goals you have for your life. Below is a table with some categories to help you. List your goals in this table. You can list more than one goal in each category.

<table>
<thead>
<tr>
<th>Category</th>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Career/job</td>
<td></td>
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<tr>
<td>Family life</td>
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<tr>
<td>Home</td>
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<tr>
<td>Car</td>
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<tr>
<td>Other material goods</td>
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<tr>
<td>Travel</td>
<td></td>
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<tr>
<td>Other</td>
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</tbody>
</table>

Visualize Your Goals

Motivation is having the inner drive to reach your goals. Motivation helps you keep going during difficult times. Often, your motivation improves when you can see or imagine your goals. The following project will help you visualize your goals.

Make a Poster

1. Look through newspapers and magazines for words and pictures that can help your visualize your goals listed above in the table.
2. Cut out and collect these words and pictures.
3. Arrange and glue the pictures and words on a poster board; feel free to add lettering or drawings. Use your creativity to make a poster that will motivate you.
4. You will present your poster to the class.
5. Hang the poster where you will see it every day.

Adapted from: