

## Week 5 – Goals Paper

This section of your e-portfolio is designed to help you continue the process of self-discovery, but the emphasis will shift from reflecting on your past to planning your future. Building on the insights you have acquired from writing the Life History paper and insights you will develop through the goal setting activities in this section, you will set short and long-term goals and describe your plans for achieving them in the Goals Paper.

Sometimes we envision what we want, but fail to put a plan in place to make those dreams into realities. The activities in this section will guide you through the development of your goals in the process of writing your Goals Paper. You'll be considering your values, abilities, and interests as you develop personal, career, and educational goals.

Print the goal setting guidelines and activities below and complete them in preparation for writing your Goals Paper. Once you have worked through the activities and determined your short and long-term goals, you can begin writing your Goals Paper.

You can review a sample Goals Paper on John Student's E-portfolio,  
<https://sites.google.com/a/email.vccs.edu/john-student-s-eportfolio/>

## Goals Paper Guidelines

Your Goals Paper should include the following components:

- An introduction and a conclusion
- Three transitional paragraphs that provide context for each section of goals (one, five, and ten year) providing explanation of your motivations and tying them all together
- 3-5 bulleted one year S.M.A.R.T. goals
- 3-5 bulleted five year S.M.A.R.T. goals
- 3-5 bulleted 10 year/lifetime S.M.A.R.T. goals

You may also find NOVA's online Career Services Center helpful. This site includes interest and skills assessments and career information: <http://www.nvcc.edu/careers/index.html>

## Goal Setting Exercises

Goal setting is a valuable process for thinking about your ideal future and creating a plan to help it become a reality. Goals give us direction and motivate us. The following activities are designed to help you prioritize and organize your one, five, and ten-year educational, professional, and personal goals.

A good place to start in goal setting is with a brainstorming session! Consider what you value, activities you enjoy doing, and things about your life you would like to change. In the space below, begin jotting down goals you would like to achieve. Write whatever comes to you and avoid judging whether or not it is realistic or written perfectly. You'll have time to prioritize and polish your goals later.

Review your list. Put a star by the goals that are most important to you. Of those, which do you feel you can realistically stick with? Do they compete with one another in terms of your personal resources, such as time and money? List them below in order of importance and decide which ones you'll choose to focus on right now.

A useful way to make goals more powerful is by writing them as S.M.A.R.T. goals. Following this process helps keep goals focused and provides measurements so you know exactly when you've achieved them! Make each one, five, and 10 year goal you write for your Goals Paper a S.M.A.R.T. goal.

### -S – Specific

X – Run a half-marathon. (Which half-marathon?)

☺ – Run the **Richmond Half-Marathon**.

### -M – Measurable

X – Run the Richmond Half-Marathon.

☺ – Run the Richmond Half-Marathon **in less than three hours**. (This is measurable.)

### -A – Actionable

– every goal should start with an action verb (run, finish, earn) rather than a to be verb (am, be, have). Simply beginning your goals with an action verb puts the process in motion!

☺ – **Run** the Richmond Half-Marathon in less than three hours.

### -R – Realistic

X – Run the Richmond Half-Marathon in less than one hour. (Whoa! Is this realistic?)

☺ – Run the Richmond Half-Marathon in **less than three hours**.

### -T – Time-bound

X – Run the Richmond Half-Marathon in less than three hours.

☺ – Run the **October 2016** Richmond Half-Marathon in less than three hours. (Plenty of time for training!) Your goals will be time-bound in your paper because they will be in categories of one, five, or 10 year goals.

Complete S.M.A.R.T. goal – **Run the October 2016 Richmond Half-Marathon in less than three hours.**

## Goal Setting Outline

This goal setting outline helps you organize your lifetime/10 year, five year, and one year goals. Consider educational, professional, and personal goals. You can either begin with lifetime/10 year goals and work backward or start where you are right now and work up to where you want to be. Notice that for each section, you will only be setting 3-5 goals. It is important to keep your goals small in number so that you are focusing your energies on those goals that matter most to you.

Whether you are working backward or forward, you will be breaking your goals into manageable steps. For example, once you set your lifetime/10 year goals, you can focus on the five year goals that you need to complete to achieve your lifetime goals. Then you can set your one year goals to support the five year goals until you have created a progressive success plan!

**Name your top 3- 5 lifetime/10 year goals.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Name the top 3- 5 goals you want to complete within the next 5 years. Under each goal, identify 3 major steps in completion of the goal.**

1. \_\_\_\_\_
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
2. \_\_\_\_\_
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
3. \_\_\_\_\_
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
4. \_\_\_\_\_

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

5. \_\_\_\_\_

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**Name the top 3- 5 goals you want to complete over the next 12 months. Under each, identify one step you can take this month to bring you closer to the completion of the goal over the next year.**

1. \_\_\_\_\_

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

2. \_\_\_\_\_

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

3. \_\_\_\_\_

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

4. \_\_\_\_\_

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

5. \_\_\_\_\_

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

**\*Something to ponder... What are the top 10 things that take up the most time in your daily/weekly lives that do not work toward the completion of your goals?**

These last two exercises are designed to help you further work through your goals to realize the steps involved in reaching them, challenges that may arise, and determine your level of commitment. These are optional exercises to guide your goal setting process.

## Reverse Goal Setting

1. Choose a one year goal. State your goal.
2. Name all of the steps needed to achieve this goal; be as specific as possible.
3. What is the last step before your goal is achieved?
4. What is the first step you need to take toward your goal? How soon can you take this step?
5. What are the known obstacles to achieving the goal?

# Goal Setting Worksheet

Choose one of your 10 year goals.

## Step 1:

State your goal. Make it S.M.A.R.T.

## Step 2:

List all the reasons you want to achieve this goal. What will be the benefits?

## Step 3:

List all the obstacles you know of between you and the goal.

## Step 4:

What is the primary constraint, the barrier, which if removed, would bring you dramatically closer to your goal?

## Step 5:

List all the sacrifices you will need to make to achieve this goal.

## Step 6:

What information or skill do you need to achieve this goal?

## Step 7:

Who can help you reach this goal?

## Step 8:

What are all the steps, in order, that you will need to take to reach this goal?

## Step 9:

What are the three primary steps to take to reach the goal?

### Step 10:

Which habits will you need to establish to reach this goal?

Daily...

Weekly...

Monthly...

Annually...

### Step 11:

How committed are you to reaching this goal no matter what?

Not At All

Sort Of

Moderately

Significantly

Definitely

### Step 12:

What's one simple thing you can do today to move toward this goal?

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