

Setting goals

ACE - Grow Your Skills



@Vrije Universiteit Amsterdam - Peter Valckx



Setting goals

A goal is a desired situation. Goal setting is about knowing what you find important in life and what you want to achieve.

Description

Setting goals is one of the most important factors for success. It helps you to stay motivated and gives your focus a direction. By thinking about your future and goals, you make the future - be it a choice of study or work - more clear for yourself. Goals vary from long-term goals, such as getting your degree, to short-term goals, such as completing your assignments. The more specific your goal is, the better will you know what to do. You set goals throughout your whole life because it gives you a sense of accomplishment. Are your goals ambitious yet achievable? Have you formulated your goals specifically and concretely? Do your goals consist of achievable intermediate steps for the short term? Then you are on the right track. That way, you can keep an eye on whether you are moving in the right direction and challenge yourself. Take the time to think about your goals, reflect on your progress and adjust your goals if necessary.

Watch this video



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Aspects of SMART goals are:

- **Specific:** *The goal should be clear and specific, so that it is clear to everyone what is to be achieved.*
- **Measurable:** *The goal should be measurable, so that progress can be tracked and assessed.*
- **Achievable:** *The goal or goals you have set should be achievable. You have to agree and really want to work on this.*
- **Realistic:** *The goal must be realistic for you. Is it really possible to reach your goal?*
- **Timely:** *The goal should have a specific end date so that there is a deadline for completing the goal.*

Tips

How do you set your goal(s)?

Step 1: *Think of your end goal(s).*

Step 2: *Are these end goals achievable and/or ambitious?*

Step 3: *Formulate the end goals in a SMART and challenging way.*

Step 4: *Formulate sub-goals to reach the final goal.*

Step 5: *Reflect on these sub-goals to see if they are achievable.*



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Assignment 1 *Focus and goal setting*

Becoming more aware: the power of goal setting

Step 1: Look around the room for 30 seconds. Close your eyes for 30 seconds and answer the following questions.

How many yellow things did you see? _____

How many of you wear sneakers? _____

What colour is my bag? _____

Step 2: Think about the following.

If you didn't get all the answers, how comes?

How would the task have gone if the assignment was given beforehand: 'How many yellow things do you see in this space?' Then you would have had a goal and you could have achieved that goal. Maybe you wouldn't have found all the yellow things, but at least a lot more than you did now.

Conclusion: When you set a goal, you achieve much more. A goal gives direction and energy.



Assignment 2 Which dream would you like to make come true?

Practising goal setting

Step 1: Write down your dream.

Answer the question: 'What dream would you like to make come true?' This could be a big dream or a small one. For example, think about what you would like to do next weekend or what profession you would like to do later. There is a lot in between... It may be fictional. It's all about the exercise. Write down your dream.

My dream: _____



Step 2: Picture your dream.

Introduction: This step is often seen as woolly or vague. The opposite is true. It is precisely by envisioning your goals sharply, that they become clear and concrete. This assignment uses the dream of 'travelling around the world' as an example, but you can fill in any dream for this.

Step 3: Share your dream.

You don't want to keep your dream all to yourself. Tell others about your dream to make your world trip even more 'real'. Do you think this is scary? Then only tell your best friend. You will find that they will encourage you to achieve your dream. This will give you more self-confidence. And so, slowly but surely, you can share your dream with more and more people. This makes the dream even more real, and the step to take action that much easier.



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Step 4: Turn your dream into a smart goal.

Put a deadline on your dream. When do you want to go on that dream trip? What will be the exact date? And what do you want to have arranged for your trip by when?

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Write your dream down in a SMART way.

My dream: _____

This dream is: Specific Measurable Achievable Realistic Timely

Step 5: Write down your dream.

Make your goals even more clear by writing them down too. Often, thinking is not enough. Think about it for a minute. You can have lots of thoughts about things you want to do, but still not do anything with these thoughts. They just keep popping up in your head. The goal becomes more real as soon as you write it down. Moreover, it helps to clear your mind and transfer your thoughts onto paper. That gives more overview and focus.

Step 6: Make your dream come true by minuting.

Minuting means nothing more than taking a small step towards your most important goal every day. And that can be done in as little as 1 minute.



Literature

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