



GOAL SETTING

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DEFINE WHAT A GOAL IS

A goal is merely a statement (it is often written down) of a wish to accomplish.

Some goals have a timeline to them while others do not.



BENEFITS OF GOAL SETTING

- Goal setting helps provide individuals with direction and serves as a constant reminder of what they should do next in order to achieve the desired outcome. Setting goals can give them the inspiration they need to get started.
- Goal setting provides individuals with a road map to their life. With specific, measurable goals a person knows what they need to do to accomplish the things that are important to them. This means they will always know what to do next.

Goal Setting

Research shows that people perform better when they are committed to achieving particular goals. Factors that help ensure commitment to goals include the following:

- The importance of the expected outcomes
- Self-efficacy, or belief that the goal can be achieved
- Promises or engagements to others, which can strengthen commitment level

In a business setting, managers cannot constantly drive employees' motivation or monitor their work from moment to moment. Instead, they rely on goal setting as an effective means of helping employees regulate their own performance and stay on track.

Goal setting affects outcomes in the following important ways:

- **Choice**: Goals narrow attention and direct efforts to goal-relevant activities, and away from goal-irrelevant actions.
- **Effort**: Goals can lead to more effort; for example, if one typically produces four widgets per hour and has the goal of producing six, one may work more intensely to reach the goal than one would otherwise.
- **Persistence**: People are more likely to work through setbacks if they are pursuing a goal.
- **Cognition**: Goals can lead individuals to develop and change their behavior.

SMART GOALS

Specific, Measurable, Achievable, Realistic, and Time-constrained goals

S Specific	M Measurable	A Attainable	R Realistic	T Time-bound
<p>Do: Set real numbers with real deadlines.</p> <p>Don't: Say, "I want more visitors."</p>	<p>Do: Make sure your goal is trackable.</p> <p>Don't: Hide behind buzzwords like, "brand engagement," or, "social influence."</p>	<p>Do: Work towards a goal that is challenging, but possible.</p> <p>Don't: Try to take over the world in one night.</p>	<p>Do: Be honest with yourself- you know what you and your team are capable of.</p> <p>Don't: Forget any hurdles you may have to overcome.</p>	<p>Do: Give yourself a deadline.</p> <p>Don't: Keep pushing towards a goal you might hit, "some day."</p>

- **Specific** goals mean the goals are clear in what the individual is trying to do. The more information that can be provided in the goal the better because, the more general the goal, the harder it is for an individual to accomplish.
- **Measurable** goals provide a way to judge whether you are on the way to achieving your goal and when you have completed the goal.
- **Achievable** goals are ones that the individual has a chance at completing given the resources available to them, their knowledge and in the time frame, they wish to complete them.
- **Relevant** goals are ones that actually matter given the individual's values and needs. Also completing a goal should provide benefits for the individual in the long run.
- **Time-Bound** goals have a definitive timeline for completion to provide the motivation they need to complete the goal. Without a timeline, it can be very easy to push off a task to a later date.

OBJECTIVES AND AIMS OF GOALS

1. GOALS GIVE FOCUS
2. GOALS HELP OVERCOME PROCRASTINATION
3. GOALS HELP MEASURE PROGRESS
4. GOALS GIVE MOTIVATION
5. GOALS HELP IN SETTING BOUNDARIES
6. GOALS MAKE TASKS INTERESTING
7. GOALS HELP BETTERING ONESELF



BENEFITS OF GOAL SETTING

1. Improves your self-image (or the self-image of the group).
2. Makes you aware of your strengths, which can be used to overcome obstacles and provide solutions to problems. (The same is true for the group).
3. Makes you aware of your weaknesses so you can begin to improve them and make them into your strengths.
4. Gives you a sense of past victories and provides a stimulus for present successes.
5. Helps you visualize. Plans actions to achieve goals you set and then carry them out.
6. Gives you a track to run on so you can see where you have to go.
7. Forces you to set priorities. Priorities establish direction to your pursuits.
8. Defines reality and separates it from wishful thinking.
9. Makes you responsible for your own life. Makes your group responsible for its own success or failure.
10. Serves as a criterion to sharpen decision making.

THREE GOAL SETTING EXERCISES

- THE 'AVERAGE PERFECT DAY' EXERCISE
 - THE 'ONE YEAR FROM NOW' EXERCISE
 - THE 'TREASURE MAPPING' EXERCISE
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1. THE 'AVERAGE PERFECT DAY' EXERCISE

You can do this exercise in a journal, blank notebook or on your computer, and as the title suggests it's pretty straight forward – you write about what your average perfect day looks like.

Focus on what your perfect day looks like without any added extras or surprises (so no winning lottery tickets or surprise romantic getaways). The idea here is to create a detailed list of what an average day looks like, step by step.



This could include:

- The perfect time for waking up and what that looks like – do you read for 20 minutes before getting up? Cuddle with your partner?
- Do a sun salutation or mindfulness to start the day?
- What do you do once you're out of bed?
- Do you make coffee and breakfast first, or shower first? Do you pick out your outfit for the day or did you do that the night before? Is there music, the radio, morning TV in the background?
- Are the curtains or window blinds open fully or do you prefer them closed while you get ready? What happens next? Do you go to work – what does that look like? Whom do you engage with? What does your desk look like?
- Are you at home with the kids? What do you get up to? What activities or adventures do you do together?
- What does a nutritious lunch look like and include?

- Create a day you will never get bored of, that you could happily repeat five or seven days a week.
 - Create an 'Average Perfect Day' for your work day and your downtime days. With or without your partner or kids. Really think about the individual behaviours that go into that day. What you'll begin to see clearly are little habits you can start actioning straight away to get you closer to your idea of a perfectly average day.
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2. THE 'ONE YEAR FROM NOW' EXERCISE

Similar to THE AVERAGE BEST DAY , you can adapt this to think about what your best possible life might look like one year from now. You can do this exercise alone, with a partner, family or a close friend. It can be really rewarding to share your ideas with someone you trust, who will also challenge you to consider things outside of your comfort zone.

Some of the key areas to think about when completing this exercise include :

- Your Work– What job will you be doing? Where will you be working? How will you be working towards what you want this to look like?
- Your Home – Are you hoping to save up to buy a place? Are there some home improvements in your current place you've been putting off?
- Your Finances – Do you have some debts you want to pay off, once and for all? Are you saving for something in particular? Do you want to get on top of your retirement plans?

- Your Relationships – Are you happy in love? Wanting to get married? How much value do your close friendships bring? Do you need to work more on connecting with people?
- Yourself – How do you want to feel about yourself one year from now? Mentally, physically, socially, personally? What does that look and feel like?

Once you've created what one year from now looks like for you, start thinking about the steps required to achieve those things. Be reasonable and don't try and commit to achieving everything at once. Pick one or two achievable and measurable goals for each area and build a goal-setting plan for each. Include a rough timeline of when you'd like to achieve that by so you can keep yourself accountable. Again, you can write this down on good old-fashioned paper, in a journal, or use a computer – whatever works best for you. Make sure it's written up somewhere you can refer back to it and add to if needed.

3. THE 'TREASURE MAPPING' EXERCISE

The Treasure Mapping exercise begins with some basic visualization techniques and takes it one step further. Visualization is a wonderful tool to help you build a picture of what you want certain aspects of your life to look like. When it comes to goal setting, visualization can become tricky as it takes time to concentrate and re-visualize what you're working towards when you need a quick boost of inspiration and motivation. Visualization is a strong tool and the Treasure Mapping exercise can help to take it to a new level! With Treasure Mapping, you create a physical representation of your visualization. You can do this with a drawing, painting, collage, or digital art. It serves as a manifestation of your goals and intensifies the work you put into visualizing them in your mind.

A few tips on getting started: • First, clarify the goal you want to work towards. Visualize what this looks and feels like. Is it a personal achievement or more tangible, like running a marathon or paying off your debt?

- Now, write it all down in detail, using visualization as you go to build a clear picture.
- Think about the outcome of achieving your goal: What will you have? What will you be? How do you celebrate? What do your friends and family say?
- Once you have written this all down, it's time to get creative! Grab your art supplies, a stack of magazines or whatever else you want to use to create your treasure map. At the top of your map create the visual representation of what achieving your goal looks like – this is the treasure you're working towards.
- Now start thinking about all the steps required from where you are at now, to achieving that ultimate goal. Begin the above process again for each step you can identify and work backward from your ultimate goal, creating a visual manifestation on your map as you go.
- Align your images – drawings or collage – in a way that you can see how they connect. This will help imprint in your mind how you are going to achieve them.

Once finished, place your treasure map in a place where you can see it easily for a regular hit of motivation and inspiration. If you created in using some digital art software, print it or keep it as your background screensaver so you see it daily.

COMMON OBSTACLES OF GOALS ACHIEVEMENT

- Self: Most of the failures is rooted in the way people think about themselves and their future. Lack of self-confidence, belief in fatalism, lack of interest, lack of will power etc., are the weak points among many.
- Agents: Many of the personality development agencies exhibit a style that is convincing to students. They fail to deliver goods as lack in substance and learning resources.
- Guides: Having a guide who has real concern for student is very difficult. In the busy world, everyone is busy and has no time even for his or her own health care.
- Educational institutions: Many of the educational institutions today have heavy syllabi and are preoccupied with syllabus completion. Heavy syllabus, inexperienced and under qualified teachers, poor resources, and discipline-orientation, and authoritarian management styles are making learning environment impeding even to the normal and natural personality development.

- Environment: The home environment is characterized by time pressures and stress in the dual career families. Parents do not have time for children. The friends and hostel environment are characterized by diversions like - TV, cell phones, face books, picnics, dating and face-to face conversations.
 - Occasions: Holidays, festivals, and family events (both tragedies and celebrations) etc., require attendance of a person.
 - Resources: Some students often say that their failure is due to lack of time and money resources.
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TECHNIQUES TO ACHIEVE GOALS

1. WRITE IT DOWN
2. WHAT'S YOUR WHY?
3. BRAINSTORM
4. BREAK BIG GOALS DOWN INTO SMALLER OBJECTIVES
5. DEVELOP AN ACTION PLAN



Takeaways

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- Objectives and Aims
- Characteristics and Importance of Goals
- Significance of Goals
- Goal Setting Exercises
- Common Obstacles of Goals Achievement
- Techniques to Achieve Goals



Thank you

Shamna Subaida Khalid
Shamnaplpy@gmail.com