

- ✓ **Good time management + effective goal setting = SUCCESS!**
- ✓ **Success is defined differently by different people** → Getting a 4.0, Landing a dream job after college, Having a partner and a family, Traveling abroad, etc.  
→ However, success and goals go hand in hand
- ✓ **The goal is the destination, but the ACTION PLAN gets you there**
  - An action plan is just little goals (or activities) that lead you to the larger overarching goal
- ✓ **Writing down goals makes them real**, and helps you focus daily/weekly on the tasks needed to achieve the goal and not get overwhelmed.

Tips when writing your goals and action plan:

- Short sentences, simple language (Smart), and specific dates (smart);
- Challenging but realistic (smArt) activities/goals → this takes practice;
- Number your action steps, have target dates (smarT);
- Keep goals in a highly visible place (fridge, bulletin board, bathroom mirror, etc.) → look at it every day; &
- Use positive language
- ✓ Short-term versus long-term goals
  - **Short-term**
    - Example: “I will complete this assignment by \_\_\_\_.” Or “I will receive a B on my history paper.” Then you write steps (activities/goals) for achieving that overarching goal. This smaller goal might be within an action plan for becoming a history teacher, which is a long-term goal.
    - If you tend to procrastinate, checklists and daily tasks might be helpful → baby steps, small wins
  - **Long-term**
    - These goals require future planning
    - Example: “I will earn my Associate’s degree by 2017.” Or “I will be accepted into OSU’s nursing program by September 2018.” Then you write action steps to accomplish goal.
  - **Everyone’s perception of time varies**, so you determine short- versus long-term goals.

**Action plans/timelines/target dates are all adjustable. However, that doesn’t mean you have excuses for not reaching targets/goals.** Who holds you accountable?

- ✓ **Reward yourself for reaching a goal!** → Celebrate small wins! Keep yourself motivated! But it should be a small reward because there are always more goals!
- ✓ **Goal-setting helps people:**
  - Achieve more
  - Improve performance
  - Increase your motivation to achieve/succeed
  - Increase your pride and satisfaction in achievements
  - Improve your self-confidence
  - Decrease stress and anxiety
  - Concentrate better
  - Graduate faster
  - With their memory
  - Manage their time

