

How to Set Goals

Our **well-being** or **life satisfaction** depends on **what we desire** and **set goals for**. Based on a large-scale study on higher education, there is striking evidence of the lifelong effects of **goal setting**. Many young students who desired a high income and set goals for it, had subsequently achieved it and were very satisfied with their lives.

7 Step Goal-Setting Sheet

Step 1: Know what your goal is and **write** it down. Make it **specific** and **attainable**.

e.g.

I want to earn \$70K in the IT field within four years of completing my program at PC AGE. I will earn 3 certifications within 3 months of graduation to start a job with a higher salary.

I want to save enough money to own a home and be mortgage-free within 8 years.

My Goal:

Step 2: Benefits of reaching this goal. Write down three to five **benefits**, and be clear **why** you want to achieve this goal.

e.g.

I will achieve financial freedom/job stability/personal satisfaction.

Benefits of my Goal:

1. _____ 3. _____

2. _____ 4. _____

Step 3: Major **obstacles to overcome** to reach this goal. Is there anything in the way of achieving your goal? Once you identify any obstacles or problems, you can think about **solutions**. People who are too optimistic about their future are more likely to fail than people who are pessimistic, careful, and plan ahead for the possibility of a failure.

Obstacles and How I will Overcome Them:

Step 4: Identify people (family, friends, and mentors), resources, and organizations (such as PC AGE Career Institute) that can **help** you to achieve your goal. Who will keep you on the path?

Helpful People and Resources:

Step 5: What do you need to **know, learn or research** to reach your goal? Plan the **actions** to reach your goal.

Actions to Take:

Step 6: Manage your time: the number of hours per day, per week you will devote. To finish important tasks, you also need to set aside large chunks of time when there are no interruptions and your energy level is high. This is a key to effective time management. Mark weekly calendar to **block 4 hours** e.g. Saturday (8-12), Sunday (10-2).

Mark Calendar below.

Step 7: Completion Date _____ (A deadline will turn your goal from just a **dream** to a **reality**.)

I am committed to do whatever it takes to make a better life for myself and for my family.

Name: _____ Date: _____

“

It is time for man to mark his goal. It is time for man to plant the germ of his highest hope.
How little you know of human happiness - you comfortable people. The secret of a fulfilled life is: Live Dangerously!

- Friedrich Nietzsche

TAKE ONE SMALL STEP TODAY!

PCAGE.edu *Get Certified.*



Weekly Schedule/Planner for Studying

Identify your must-do activities such as timings for a job, classes, and times available for study.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06:00 am							
07:00 am							
08:00 am							
09:00 am							
10:00 am							
11:00 am							
12:00 pm							
01:00 pm							
02:00 pm							
03:00 pm							
04:00 pm							
05:00 pm							
06:00 pm							
07:00 pm							
08:00 pm							
09:00 pm							
10:00 pm							

Student Name: _____ Signature: _____ Date: _____

“If you do not have a plan for yourself, someone else will include you in his/her plan.”