

## Accomplishment of Daily Tasks Through Goal Setting

### Overview:

The key to successfully achieving your goals is to focus on today. **What are you going to do today that will bring you closer to achieving your larger goals?** Repeating this over and over again is what leads to achieved goals instead of accomplishing the larger goals at hand. Setting small process goals that you can complete in one day allows you to take a more active approach in goal-setting because it keeps you moving forward and making progress in between those milestone moments when you attain your bigger, more life-changing goals.



### A Guide to Setting Goals

- Rule 1: Make them specific
- Rule 2: Make them realistic and achievable
- Rule 3: Include your “why”
- Rule 4: Make it visual

## SETTING GOALS FOR SCHOOL

- Goals are necessary in order to reach your full academic potential. In school goals can help to create new habits, manage your time better, and be more organized and productive overall. When setting goals that involve school, they are typically short term goals meaning you are striving to achieve it in the near future. Creating a goal for yourself can aid in keeping up your motivation when you are nearing the end of the semester when you are beginning to burn out.

*Some examples of goals you can set that relate to school can be things such as:*

- *Read 10 pages of your textbook everyday*
- *Meet with each professor at least once in the semester*
- *Pass in all of your homework on time*
- *Get above an 85 on all tests and quizzes*
- *Join an extracurricular*



The goals do not have to be anything extremely challenging. They just need to be something that can be measured and that will hold you accountable. Consider creating an action plan for each goal, this will help you to be as successful as possible.

## SETTING GOALS FOR HOME LIFE

Goal setting allows you to see tasks that need to be done and helps you to organize your time and resources. By setting clearly defined goals you can measure your progress. Setting goals specifically for your home life will help you to complete tasks and maintain organization and may even free some time for other activities.

Start small and pick 3 tasks you want to accomplish. Use the **SMART** acronym:

- S: specific**                      My goal is \_\_\_\_\_.
- M: measurable**                I will track my progress by \_\_\_\_\_.
- A: attainable**                    I will achieve my goal by doing \_\_\_\_\_.
- R: relevant**                     This goal helps me because \_\_\_\_\_.
- T: time-bound**                 I will complete this goal by \_\_\_\_\_.  
(date)

Write a goal for each task and use the SMART acronym to take the guesswork out of how to set goals and gives you all the specifics on how to achieve the goal.

### **Benefits of Goal Setting:**

1. Improves your self-image
2. Makes you aware of your strengths and weaknesses
3. Helps your visualize what you need to accomplish
4. Forces you to set priorities
5. Creates a sense of accountability and responsibility
6. Provides motivation
7. Provides direction
8. Assists with time management
9. Allows clarity for what is important to you
10. Provides personal satisfaction



*Tips and Resources For Successful Goal Setting:*

- Youtube Video: <https://www.youtube.com/watch?v=c7zvetf79yY>
- Blog: <https://www.developgoodhabits.com/daily-goals/>
- Scholarly Article: <https://psycnet.apa.org/record/1995-12310-001>
- Worksheet:

setting goals

<p><b>MY PRIORITIES</b></p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol>	<p>When I feel like giving up, I will tell myself...</p>
<p><b>GOAL:</b> _____</p> <p>Action Steps-</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol> <p><b>DEADLINE:</b> _____</p>	<p><b>GOAL:</b> _____</p> <p>Action Steps-</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol> <p><b>DEADLINE:</b> _____</p>
<p><b>GOAL:</b> _____</p> <p>Action Steps-</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol> <p><b>DEADLINE:</b> _____</p>	<p><b>GOAL:</b> _____</p> <p>Action Steps-</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol> <p><b>DEADLINE:</b> _____</p>

### References

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Youtube “How to Set Goals! (Yearly, Monthly, Weekly, and Daily).” YouTube, YouTube, 26 Dec. 2018, <https://www.youtube.com/watch?v=c7zvetf79yY>.