

# How To Set Goals



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# You Have to Decide What You Want



## First of all

- Get clear about what you want. Have a good plan of attack.

## Ask yourself:

- What do I know about this?
- What information do I have?
- What information do I need?  
Where can I get it?
- What skills do I need to master?
- What other resources should I use?
- Is this the best way to do it, or is there some other way?

# Type of Goals



- Start small, but keep walking.
- Set goals in small increments, complete with time, dates, amount, some details
- Goals don't necessarily have to be big ones.
- Goal too high, too overwhelming & time consuming & you just give up!

# Spread Out Your Goals



- These areas are: family and home, career, social, physical, mental and spiritual.
- The fear of failure is sometimes to blame for setting our goals too low.
- Be positive when stating your goals.

# Some Fears Are Unfounded



- How do you know you'll actually ruin it?
- How do you know for sure your coworkers will laugh at your effort?
- If you try to reason with your fears, you'll realize there is no reason for you to be reluctant - **you can do it!**

# Write it down



- Putting your goal down on paper;
- More than just memorizing it. confirming your willingness to make it come true.
- List of goals is an effective reminder of what you need to do and once you're done,
  - a good review of your accomplishment.
- Simple list on a piece of notebook paper is fine, or computer program to really jazz it up.
- hang it up somewhere, as a constant reminder to work toward your goals: inside your closet, the back of your medicine cabinet door, or on your bulletin board near your desk.

# Affirm it



- Affirmation is really more than writing down
- It's actually being conscious not only of your thought processes, but also of your acts during the day.
  - Example: Trying to save money; then you pass by a shop window where a great pair of shoes; think, "If I buy those shoes, would I be making my goal of saving easier? Will I be able to meet my deadline if I splurge just this once? A few months from now if I don't meet my deadline because I didn't save enough, would I feel good about it?"

# Stop Procrastinating



- **Time wastage is one of the greatest crimes in history.**
- If you're used to procrastination, being bullheaded about a goal can seem scary at first.
- Try to set a schedule and then reward yourself each time you meet it.

# Start the Habit of Liking Something



- The most difficult thing is to LIKE something useful
- Our mind generally rejects any conscious attempt to focus on any worthwhile goal.
- Many of us focus subconsciously on petty things.
- No reason to feel worthless before a big goal just because we have been LIKING petty goals.
- Think big, when you are setting goals, think great thoughts.
- You must also crystallize your thinking, make it clear to you first, then write it down.

**Plan ahead, so you can get ahead**



**THANK YOU!**