



University Counselling Goal Setting

Online resources

ReachOut

Online Counselling

Check out the other tips sheets we have on time management, planning for a good semester, enhancing your cognitive functioning and getting a balance for more information that may help with goal setting.

Apps

Search on the App Store or Google Play

Be S.M.A.R.T

Set your own goals, prepare an action plan and track your progress.

Our goals are driven by our value system; they are derived from what is important to us and how we want to live our lives. When we act inconsistently with these values - strive towards a goal that is not in line with our values - then we struggle with the task and often feel frustrated, distressed or sad. When setting goals there are a few rules to follow:

- S SPECIFIC**
 - Define the goal as much as possible using clear language.
 - Who is involved, what do I want to accomplish, where will it be done, why am I doing this - reasons, purpose, which constraints and/or requirements do I have?
- M MEASURABLE**
 - Can you track the progress and measure the outcome?
 - How much, how many, how will I know when my goal is accomplished?
- A ATTAINABLE/ACHIEVABLE**
 - Is the goal reasonable enough to be accomplished? How so?
 - Make sure the goal is not out of reach or below standard performance.
- R RELEVANT**
 - Is the goal worthwhile and will it meet your needs?
 - Is each goal consistent with the other goals you have established? Does it fit with your immediate and long term plans?
- T TIMELY**
 - Your objective should include a time limit e.g. "I will complete this step by day/month/year."
 - It will establish a sense of urgency and prompt you to have better time management.

It's important to break goals down into longer term and shorter term goals because this is how we make them SMART goals. If we were only looking at the long-term bigger picture it would be easier to lose sight of the picture and what the hard work and struggle was for. It would also be hard to tell how far we had come on the journey towards the long-term goal. You may have several short-term goals with a long term goal, like those below.

