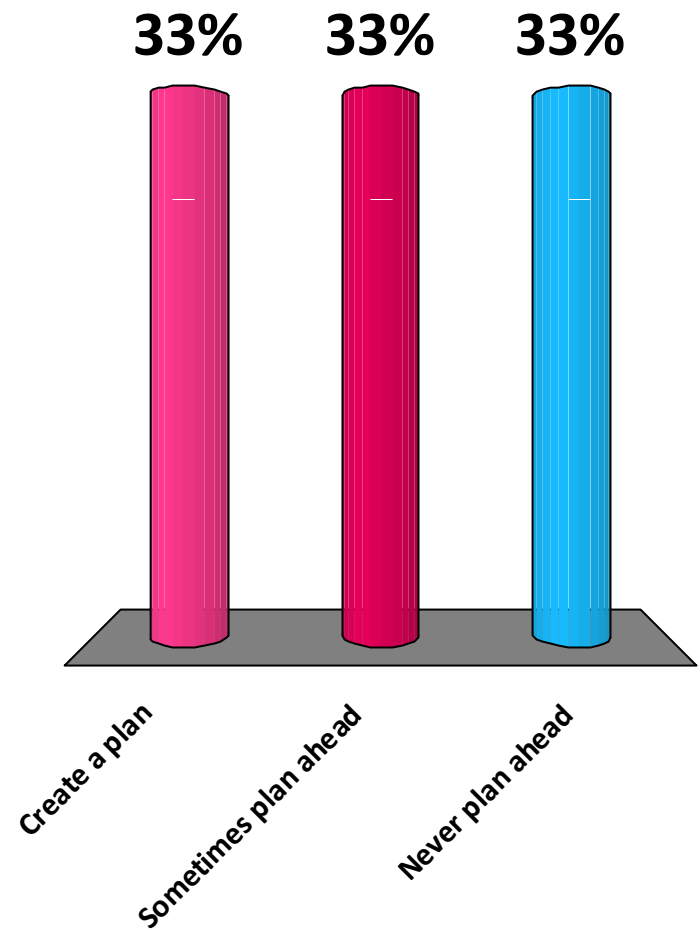


Study Skills Workshops: How to Set Goals

Offered by the Center for Teaching and Learning

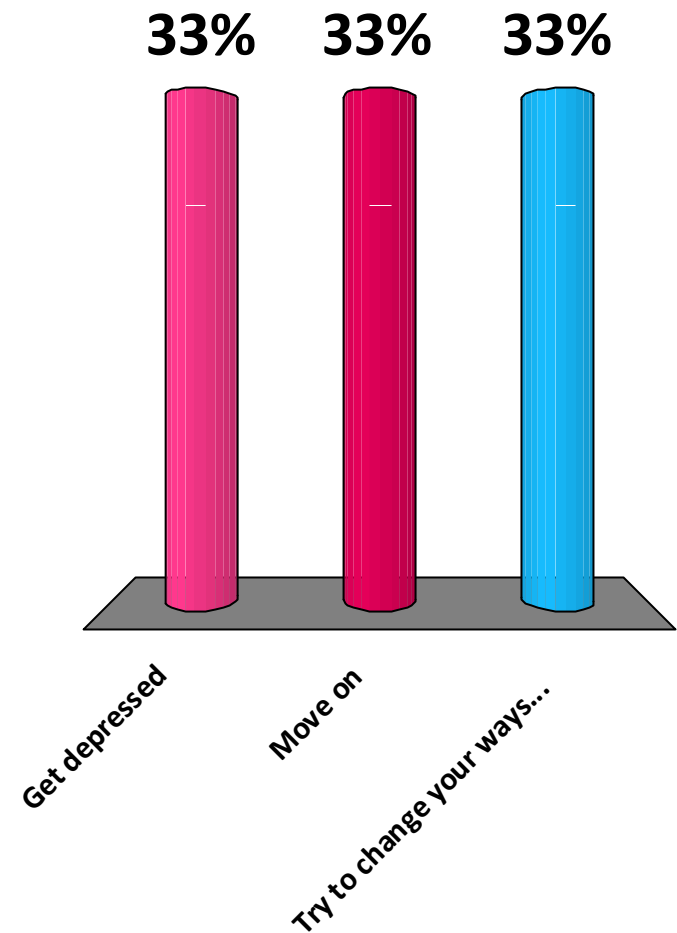
How do ensure success for a goal?

- A. Create a plan
- B. Sometimes plan ahead
- C. Never plan ahead



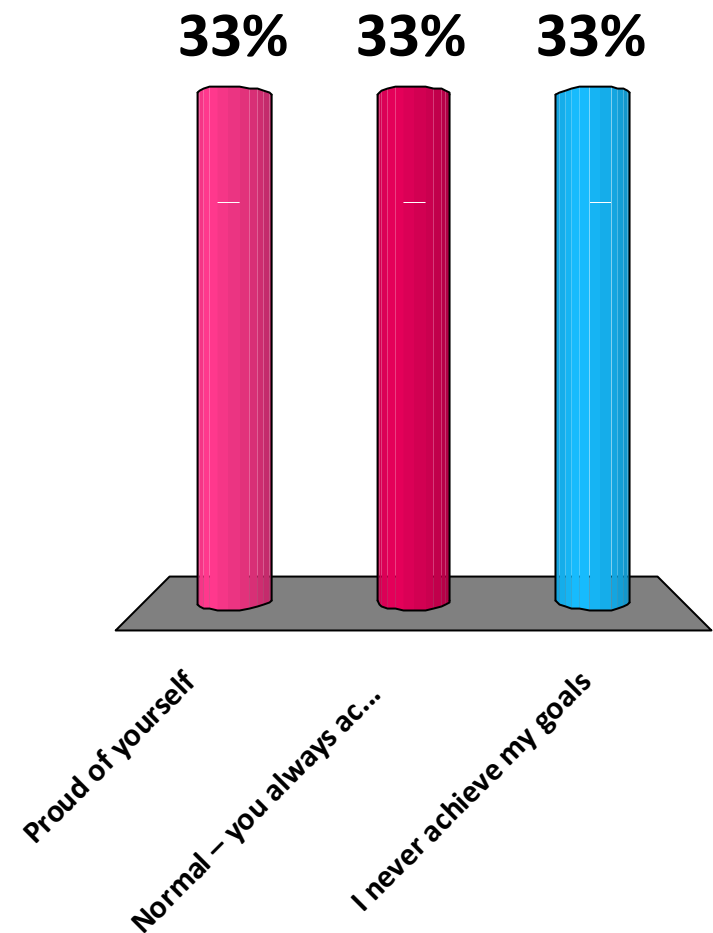
What do you do when you don't succeed in meeting your goals?

- A. Get depressed
- B. Move on
- C. Try to change your ways in how to meet your goals



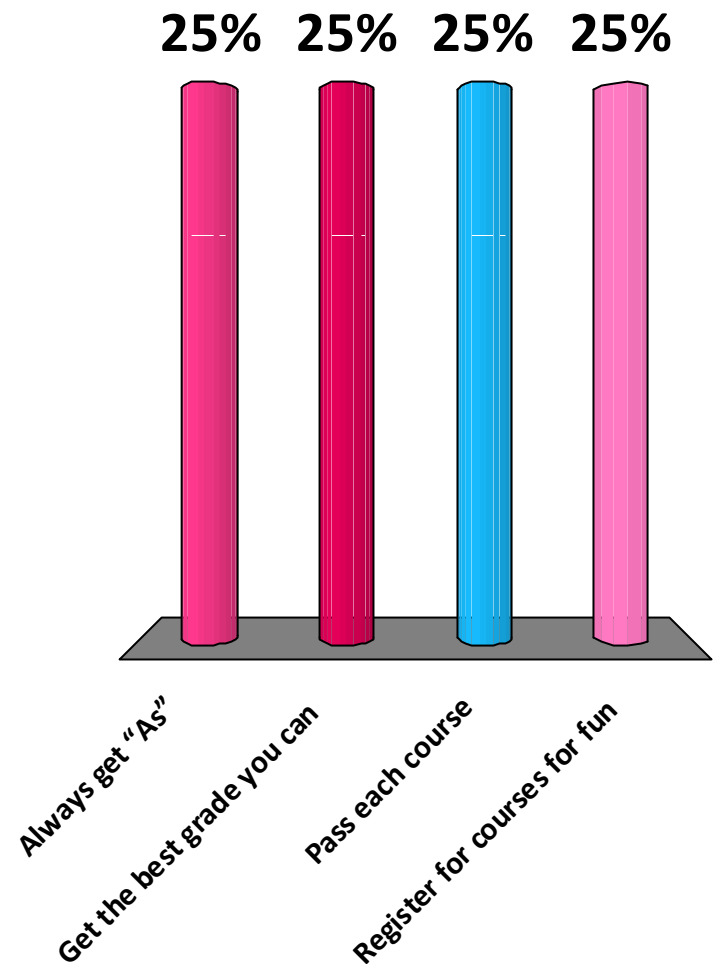
How do you feel when you have achieved your goals?

- A. Proud of yourself
- B. Normal – you always achieve your goals
- C. I never achieve my goals



What kinds of goals do you make for your college courses?

- A. Always get “As”
- B. Get the best grade you can
- C. Pass each course
- D. Register for courses for fun



Group Discussion

- Describe a skill or activity that you perform well e.g. playing the piano, roller skating, assembling models, cooking, walking, jogging etc. Focus on your **attitudes** and/or **behaviors** that helped you become proficient and maintain your level of skill.
- With your group discuss the **attitudes** and **strategies** you used to develop the skills or behaviors you selected.

Why Should You Set Goals for College?

- Completing all the requirements of a college course is difficult to complete without goals.
- College costs too much money and time to risk failure.
- Setting goals helps students learn how to complete long-term goals during the post-college years.
- Setting goals in one area of your life helps you in many other areas of your life.

Nine Areas Goals Should Be Set

1. Goals which improve my problem identification and problem solving skills
2. Goals which help me allocate time to important activities
3. Goals which help me understand the institutional structure and rules of the University or College
4. Goals which help me communicate and listen effectively in class, academic and social situations
5. Goals which help me understand my textbook and improve my note taking skills
6. Goals which improve my test preparation and test taking skills
7. Goals which help me control and/or reduce stress due to University life and academic rigor
8. Goals which help me improve self-motivation and determination
9. Goals which help me improve my long term memory.

Create SMART Goals

- **Specific** - A specific goal has a much greater chance of being accomplished than a general goal. Answer the six "Ws."
- **Measurable** - Establish concrete criteria for measuring progress toward the attainment of each goal you set.
- **Attainable** - When you identify goals that are most important to you, you begin to figure out ways you can make them come true.
- **Realistic** - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work.
- **Timely** - A goal should be grounded within a time frame.

Examples of How to Write Goals

- State the goal as an outcome
 - For example: “I will understand my textbook by...”
- Specify the outcome as action
 - For example: “I will understand my textbook by **reading and writing** outlines...”
- Measure the outcome in numbers
 - For example: “I will understand my text book by reading **15 pages** and writing **1 outline** each night.”

Exercise 1

- Write an action plan (goals and action steps) describing how you would accomplish the top 10 from your list.
 - Goal: I want to be involved at the university.
 - Action steps:
 - I will meet my advisor in his/her office the 1st week of school.
 - I will join an intramural team.
 - I will join a student club or organization.

Exercise 2

- Write an action plan (goals and action steps) for the courses you are taking this semester
 - Goal: I want an “A” in each class.
 - Action steps:
 - I will go to every class every day.
 - I will sit in the middle of the class.
 - I will re-read my notes from every class everyday.
 - I will begin every assignment the day it is given.

Summary

- Students need to set goals if their academics is a top priority.
- Setting SMART goals for college will help you succeed each semester.
- Writing action plans will make your goals more concrete and attainable