**SETTING GOALS**

"You don't have to be a fantastic hero to do certain things – to compete. You can be just an ordinary chap, sufficiently motivated to reach challenging goals."- Sir Edmund Hillary

Setting clear goals will help you keep on track with NCEA. You might have a dream to be in films or in sports medicine. This is your long-term goal, which might sometimes seem too far away to reach. Break your long-term goals into smaller goals, they will be easier to achieve. It is very satisfying to cross off each small goal along the step towards reaching your dream. It helps to keep you motivated.

For example:

* long-term goal: to work in sports medicine.
* mid-range goal (could be weekly): to study for 20 hours a week.
* weekly goal: to study for 20 hours a week.
* daily goal: to complete one topic of a particular subject each day

**Set SMART Goals**

Each of your goals must be:

* **Specific.** Don’t choose vague or general goals like "I must study more". Choose more specific goals like "I want to be a sports journalist" or "I will plan a weekly study timetable".
* **Measurable.** It is important to know when you have reached the goal. It is good to include something you can measure, for instance, "I will plan a study timetable for each of the next five weeks". You will know if you have achieved this because you will have completed exactly five study timetables.
* **Attainable.** Set goals that can be reached within the time you allow yourself.
* **Realistic.** Set goals that you know are achievable and take into account your personal resources and abilities. For example, it would not be fair on yourself to expect an achievement in every subject if you have been unwell most of the school term
* **Time-framed.** Make sure you can put a beginning and completion date for your goal.

It is useful to write your goals down and share them with others. Also, a goal must be flexible; it is OK to revisit your goals, evaluate them regularly and if necessary, even rewrite them. Below is a goal setting process. Try it!

**Goal setting process**

For each goal, complete the following questions. Share with a friend to evaluate.

1. My goal is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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2. I want to achieve this goal because it is important and meaningful to me in these ways: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. If I gave my goal statement to a stranger to read, would he/she would know exactly what I am trying to achieve and by when? (If your answer to this is “no”, rewrite the goal): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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4. I will know when I have achieved my goal because I will have: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. In order to achieve my goal, I need the following skills, abilities, and/or resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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6. Do I have, or can I get, all the things listed in 5) above? (If your answer is “yes” you have a realistic goal. If your answer is “no” you need to reassess your goal): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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7. I will begin my goal (state the date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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