

# Goal Setting

---

Establishing your VIPS is the foundation for developing future career goals. Two types of goals that may assist you in planning for your future are short-term and long-term goals. Short-term goals refer to goals that can be accomplished in the immediate future and are often a part of a long-term goal. Long-term goals refer to overarching goals that usually take time to complete. These goals often need short-term goals or steps to complete them.

## GOAL SETTING TIPS

Write them down! Goal setting is all about visibility. Write goals where you can see them.

1. Write goals as declarations (e.g., “I will apply for graduate school.”).
2. Include action verbs in your goals to identify what you are going to do.
3. Share your goals with people. Mentors can be great for helping you understand and reach your goals.
4. Goals can change, and sometimes they should. Do not be afraid to let your dreams change.
5. Deconstruct your end goal to pinpoint specific aspects of that larger goal that need to be accomplished; then develop mini-goals that are not too general or overwhelming.

Use the **SMART Goal (Specific, Measurable, Attainable, Realistic, Timely)** formula below to improve your chances of success in achieving goals:

### Goal Examples:

- Complete informational interviews with 2 accountants by November 15 to learn more about the profession.
- Use Handshake to find at least 3 possible graphic design internships to apply to by January 1.

<b>SPECIFIC</b>	Create a goal that is clear and unambiguous.
<b>MEASURABLE</b>	Include definite numbers and values to help you determine when your goal is met.
<b>ATTAINABLE</b>	Consider available resources to determine if the goal is achievable.
<b>REALISTIC</b>	Create a goal that is challenging but also manageable and offers a likelihood of successful completion.
<b>TIMELY</b>	Identify a target date for completion.

## YOUR GOALS

Identify 2 SMART goals related to your academic or career development on the lines below.

1. \_\_\_\_\_

2. \_\_\_\_\_