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I don't focus on what I'm up against.
I focus on my goals and I try to ignore the rest.
—Venus Williams

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Notes

When it is obvious that the goals cannot be reached, don't
adjust the goals, adjust the action steps.
—Confucius

Goals Booklet





Goals are pure fantasy unless you have a specific plan to achieve them.

—Stephen Covey



Professional/Job Related Goals

Effective Goal Setting

A goal without a plan is just a wish. Your goals should be **SMART**. That is, your goals should be:

- **S**pecific
- **M**easurable
- **A**chievable
- **R**ealistic
- **T**ime Based

Put your goals in writing. When you write things down, you make them tangible, or more **real**. They now exist in a time and place and you can refer back to them. Writing down goals also allows you to craft them so that they are SMART. You can use to-do lists to make your goals **measurable** and **time-based** but also to make them more **specific** by being able to visualize if a goal is just too broad. Checking off items on a list results in a positive feeling of having **achieved** something.

Goal Domains

In which areas of our lives does goal-making pertain? Certainly we make goals that will guide our **personal** lives. These will include areas like our own educational objectives, career goals, and family goals as well as goals we have in order to live a fulfilling life. As an FLTA, you should consider what your personal goals will be during your stay in the US this year. Of course, this is just one aspect of personal goal-setting.

Professional (or job related) goals will focus on both long-term and short-term planning as it relates to our jobs. In teaching, this type of goal-setting is related to how you plan out a semester, a unit, a lesson,

