

# Goal Setting for Studying

Setting goals are crucial to success not only in studying for academic endeavors, but for all aspects of life. There are a variety of strategies for setting goals you can implement, starting with some tips listed below.

## Four steps in writing effective goals

1. Make your goals **specific**. This means that goals should be clear and realistic. Once you realize you can make and meet specific goals, this will give you motivation to continue setting goals for success.
2. Set specific **target** dates and times. Give yourself deadlines provide motivation.
3. Note all individual **steps** required to meet the goal. This allows you to see how much time will be spent on each step.
4. Plan for **rewards** *after* you meet your goal. Extrinsic rewards are things that are tangible (a CD, allow, a concert, dinner, and so on). Intrinsic rewards are feelings that you have when you meet your goal (higher self-esteem, excitement, confidence, happiness, and so on).

## What if you do not meet your goal?

Do not fret; all is not lost! If you are unable to meet a goal you should take a few minutes to go through the following list of questions below.

1. Was my goal unrealistically high? Did I think that this goal was really attainable? Could I visualize myself reaching this goal?
2. Was this goal set too low? Was I unchallenged by this goal?
3. Did I accurately assess how much time each step would take? Were my target dates and times realistic?
4. Did I have motivation to reach my goal? Did I really apply as much effort as I could have?

## How to create and keep motivation in goal setting

1. Prioritize goals in order of importance.
2. Break down larger goals into smaller, more easily attainable goals.
3. Visualize yourself reaching each goal. This is a very powerful psychological method to help in motivating you to achieve your goals. If you cannot visualize yourself achieving a goal, it might be unrealistic for you.
4. Another powerful psychological method to help keep you motivated is the use of positive self-talk and affirmations. You should often give yourself words of encouragement. This will help you to actually believe that you can achieve realistic goals. You can build your confidence and self-esteem through positive self-talk and encouraging affirmations.
5. Often monitor your progress in reaching set goals.
6. Remember that it is great to praise yourself for recognizing your accomplishments.

Please turn this guide over for tools that might assist in setting your goals.

## Goal Organizer

1. What is the goal?	
2. What are some possible benefits earned by achieving the goal?	
3. List the consequences experienced by not achieving the goal.	
4. What obstacles could stand between you and reaching your goal?	
5. How can you effectively deal with these potential obstacles?	
6. Who (or what other resources) can help you to achieve your goal?	

## Project Timeline Form

<b>Step 1: List detailed tasks involved in project</b>	<b>Step 2: Estimated time</b>	<b>Step 3: Doubled time (to avoid underestimating)</b>