

## SETTING SHORT-TERM GOALS FOR LONG-TERM SUCCESS

1. **SELECT A GOAL:** State it in measurable terms. Be specific about what you want to achieve and when (for example, not "Improve my study skills" but "Master and use the recall column system of note taking by the end of October.").
2. **BE SURE THAT THE GOAL IS ACHIEVABLE:** Have you allowed enough time to pursue it? Do you have the necessary skills, strengths, and resources? If not, modify the goal to make it achievable.
3. **BE CERTAIN YOU GENUINELY WANT TO ACHIEVE THE GOAL:** Don't set out to work toward something only because you feel you should or because others tell you it's the thing to do. Be sure your goal will not have a negative impact on yourself or others and that it is consistent with your most important values.
4. **KNOW WHY THE GOAL MATTERS:** Be sure it has the potential to give you a sense of accomplishment.
5. **IDENTIFY AND PLAN FOR DIFFICULTIES YOU MIGHT ENCOUNTER:** Find ways to overcome them.
6. **DEVISE STRATEGIES FOR ACHIEVING THE GOAL:** How will you begin? What comes next? What should you avoid? Create steps for achieving your goal, and set a time line for the steps.

From Your College Experience: Strategies for Success, by John N. Gardner & Jerome Jewler, Wadsworth, 2003.  
Adapted from *Human Political Seminars* by James D. McHolland & Roy W. Trueblood, Evanston, Illinois, 1972.