SETTING ACHIEVABLE GOALS

Office of Academic Support
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“A GOAL IS A DREAM WITH A DEADLINE.”

NAPOLEON HILL (1883-1970)
What Do I Want?

- improve my grades
- earn a college degree
- earn a graduate degree
- get a job
- learn to play an instrument
- become more organized
- find a summer internship
- play professional sports
MAKE YOUR WISHES A REALITY BY CREATING SMART GOALS
SMART GOALS

SPECIFIC
MEASURABLE
ACTION-ORIENTED
REALISTIC
TIME-SENSITIVE
**S**MART GOALS

**Non-Specific:** I want to improve my grades.

**Specific:** I want to raise my grade in biology by five points by the end of the term.
**HOW WILL I MEASURE MY PROGRESS?**

Not Able to be Measured

I want to lose weight.

Able to be Measured

I want to lose five pounds by June 1\(^{st}\), and I will weigh myself every Monday for the next three months.

**SMART GOALS**
WHAT ACTION DO I NEED TO TAKE?

Incorrect

I will study to improve my grades.

Correct

I will read the chapter before class and review my notes for 20 minutes twice a week.

SMART GOALS
Unrealistic

I want to score 50 points in the next basketball game.

Realistic

I want to make seven out of ten free throws.

IS THIS SOMETHING I CAN REALISTICALLY ACHIEVE?

SMART GOALS
WHAT IS THE TIME FRAME FOR MY GOAL?

Incorrect

I want to learn to play an instrument.

Correct

I want to learn to play “The Star Spangled Banner” on the piano by June 15th.
“OBSTACLES ARE THOSE FRIGHTFUL THINGS YOU SEE WHEN YOU TAKE YOUR EYES OFF YOUR GOAL.”

HENRY FORD (1863-1947)
WHAT DISTRACTS US FROM OUR GOALS?

• FEAR OF FAILURE
• INABILITY TO GET STARTED
• RESISTANCE TO RULES AND PARAMETERS
• LACK OF MOTIVATION
• LACK OF FOCUS
• PERFECTIONISM
• SOCIAL MEDIA
**HOW CAN I MANAGE MY TIME?**

- **Use a planner to create a schedule of balanced activities.**
- **Evaluate your study needs for the semester.**
- **Identify convenient times and locations to work.**
- **Break down long term and large projects into smaller, more manageable parts.**
- **Allow for the unexpected.**
IF YOU WOULD LIKE TO LEARN MORE ABOUT TIME MANAGEMENT AND SETTING GOALS

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