Unit 7

Reading
There are three items to complete in this Reading area:

1. Reading
2. Challenge Activity
3. Powerful Words for a Powerful Vocabulary

I. Reading

Why Set Goals?

Why set goals? Having a clear direction for your future and a picture of what you plan to do is extremely important for maintaining a positive attitude. Having clear goals is a key to creating and maintaining a positive mindset even when “things get tough.”

Qualities of Goals

In order for goals to be useful, they need to have the following qualities:

- The goals that you set for yourself must be based on your values and beliefs.
- No one else can choose goals for you. Others can make suggestions, but you must “own” your goals for them to be useful.
- You must decide what you want to achieve.

Life lesson: Chinese Proverb:

![A JOURNEY OF A THOUSAND MILES BEGINS WITH A SINGLE STEP.](image)

Goal Setting and Planning

In this unit, you will be focusing on goal setting and planning. In order to set realistic goals for yourself, you must first have a clear understanding of what is important to you. You will also begin planning ahead for your next project by setting up an interview with a professional in your chosen field.
Goal Setting

You will be investigating the power of setting goals. You seek to recognize the importance of goal setting and actually apply this S.M.A.R.T. concept to your interview leading to completion and submission of your Assignment in Unit 8. Goal setting will assist you and motivate you to reach for success.

Why is Goal Setting Important?
Imagine you decide to build a house. You do not bother with setting any goals for its completion. Wow! What a mess.

Imagine you want to be a doctor when you grow up, but never thought you needed to take a science class in high school, or did not even plan on going to college.

Goals motivate us.

Goals stimulate your creativity. You use one of the best creative words possible — you visualize. When you engage in visualization, you are on the top step of Bloom’s Revised Taxonomy. You are fully engaged in critical thinking. Without goals, you will not achieve that visualization.

Goals guide you.

Goals are set to lead you as you move from beginning to end. They carry you along your way.

Goals inspire you.

Goals help you to recognize that you are the creator of your own stories. You can achieve anything that you want to achieve with the inspiration you will get from goal setting. You will take things one step at a time and with each step you feel the power of completion.

Goals challenge you.

If not for the challenge involved in accomplishing a goal, you would not get past the first step. Goals do not have to be extremely hard to reach, and they should not be too simple either, as there is no challenge in that. You reach when you set goals. You want that object, job, or future that is just out of reach.

Goals empower you.

To empower others and yourself in positive ways is the greatest accomplishment. To feel the inner strength and conviction of empowerment as you achieve the goals that you set is a rewarding experience — a truly intrinsic reward. Setting goals brings you closer and closer to your ultimate destination.
You will focus on goal setting and planning. Remember you want your goals to be realistic and achievable. There are many components of goal setting to consider as you begin to enhance this process for your own growth and success.

**What kind of goals can you set?**

Consider the different areas of life as suggested by Mindtools.com in their Goal Setting Toolkit.

- Artistic
- Attitude
- Career
- Education
- Family
- Financial
- Physical
- Pleasure
- Public Service

What are some of the questions you might ask yourself in reference to these different areas? You might say you want to be more physically fit? You might say you want to go on vacation to Disney World next summer? How about asking what you can do to make the world a better place? What do you want to be when you grow up? How is your attitude? Are you hungry for learning? Do you want to earn more money? You could go on and on setting goals in any of these areas.

Therefore, you should choose to be a goal setter. Why? How are goal setters different than people who do not think about their future and their desires?

**Goal Setters**

Studies have shown that people who set goals for themselves are more likely to:

- Suffer less stress and anxiety
- Concentrate and remember better
- Demonstrate greater self-confidence
- Perform better and achieve more
- Are happier and more satisfied

So now that you see a strong purpose for goal-setting with results that help deliver balance, contentment and more desire to “grow” forward, take some time to write down, to brainstorm, what you would like to see happen in the various compartments of your life. Get your thoughts flowing, what do you hope to accomplish in the near future? How about in the distant future?

**Relationship with Time**

Most people have dreams and goals for various aspects of their lives. You can have personal, educational, professional, financial, and community-service based goals.
The length of time you have to achieve your goals is important in determining how you are able to approach them.

**Short-Term/Long-Term Goals**

Short-term goals are generally those that are attainable within a short time (days, weeks, or months). Examples might be to lose weight, to get a new computer, or to ask for a promotion at your current job. You need to plan how to attain these goals, but can see the results soon.

Long-term goals are those that may take years to complete. Starting your own business or saving enough money for retirement are examples of long-term goals; to accomplish these, you need to think and plan well ahead.

Your degree program is likely to fit in between those periods. Although you are working on your degree now, you will be in school for several terms to learn the things you need for your career. Your university degree is an important stepping stone towards your long term goals.

**Being Realistic: Performance vs. Outcome**

There are two basic kinds of goals; performance and outcome. Outcome goals are those that concentrate on the end result: Did you get the job? Did you invent something new? Did you complete the task?

Performance goals, on the other hand, concentrate on the path leading you to the result. Even if you did not get the job, you put your resume together and practiced interviewing. Even if you did not invent something new, you discovered small things that could be put to use later. Even if you did not complete the task, some of the steps you took accomplished something of value. Performance goals are much more realistic than outcome goals and provide you with more control.

**Getting To Where You Want to Go**

How can you get to where you want to go without knowing the destination or how to get there? That would be like getting into your car and just driving without a purpose. If you do not know where you are going, you will probably end up somewhere else.

In order to learn, grow, and change, you need to set goals for yourself. It is very important that your goals be realistic enough for you to achieve them.

**S.M.A.R.T. Goals Help You Stay on Course**

Every goal you plan, whether short, intermediate or long-term should be S.M.A.R.T. It should be specific, measurable, action-oriented, realistic, and timed.

There are tips to setting goals that will enhance each goal you set out to achieve. These MindTools® tips will surely help to make your S.M.A.R.T. goals come to fruition.

**Set priorities**

When you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by too many goals, and helps to direct your attention to the most important ones.
Write it down

When you write your goals down, it gives them more strength and you more perseverance.

Keep operational goals small

Keep the low-level goals you are working toward small and achievable. If a goal is too large, then it can seem that you are not making progress toward it. Keeping goals small and incremental gives more opportunities for reward. Derive today’s goals from large ones.

Set performance goals, not outcome goals

Take care to set goals over which you have as much control as possible. There is nothing more disappointing than failing to achieve a goal for reasons beyond your control.

S.M.A.R.T. Goals:

[S] Specific
What do you really want to accomplish? Your goal needs to be specific enough to be able to determine what actions are required to achieve the desired result.

[M] Measurable
How will you know you have reached your goal — what marker or milestone will identify success? Remember that performance goals will provide better control than outcome goals, so it is best to measure the steps along the route to your destination.

[A] Action-oriented
What exactly will you do (what verbs can you use?) to reach your goal? You will need to take a pro-active stance. Some sources say “A” stands for “Aggressive,” or working with purpose and diligence towards your goal.

[R] Realistic
A goal must be achievable. Have you researched it enough to know that it is possible? Do you know someone else who has accomplished this goal? Goals set too high may be discouraging, but setting the bar too low will not provide motivation.

[T] Timed
Each goal must have some sort of deadline. Some flexibility may be necessary, but deadlines help keep you motivated and focused towards completing your goals.

Five Principles of Goal Setting with help from MindTools®

Clarity — make sure your statements clear and easy to “see” and understand.

Challenge — your goals should challenge you to succeed. They are meant to be motivational. Are they important to you? How badly do you want to succeed?

Commitment — you should be committed to what you say you want and what you want to achieve. Keep it in your mind’s eye. Move consistently toward its completion. Write down why this is a valuable goal to you.
Feedback or Revision — it is important to monitor success through all steps of S.M.A.R.T. goals. There are points when changes to wording or timing may be necessary. Understanding the value of revisiting the written word often helps to keep you on course. Be sure to investigate and research further on goal setting and especially on S.M.A.R.T. goals. You will find great information on both the MindTools® website and many others. Enjoy learning about and practicing S.M.A.R.T.E.R. goals as you continue through your assignments.

II. Challenge Activity

S. M. A. R. T. goals are an excellent way to keep on track and achieve success; however, what happens when you actually look to surpass S. M. A. R. T. goals and go for the even S. M. A. R. T. E. R. goals?

Take some time to review the following S.M.A.R.T.E.R. goals to enhance your learning and application of creativity. Do not forget to memorize the acronym and each of its letter meanings. Who can you inspire with your newfound knowledge?

S: Specific— Define it! Make sure to clearly define your goals so that you know exactly what it is you are trying to achieve. The clearer your picture of what you are after, the more likely you will be successful.

M: Measurable— Measure it! It is very important to find some way to track your progress as you are working towards a goal. One way to stay inspired is to see your own progress.

A: Action-oriented— It’s all in the actions! You must make sure to tie your goals to specific actions or steps. If you fail to do this, you simply will not make progress. No action = no progress! Try to come up with as many specific actions as you can and you will certainly make progress.

R: Realistic—Reasoned
Be honest! Be honest and straightforward with yourself as you set goals and make sure you are setting your sights on achievements that are meaningful for you and also within your reach.

T: Timed Deadlines rock! Deadlines can be great motivators, so make sure to keep yourself moving forward by setting a schedule and making sure each action items is tied to a proposed completion date. You can always adjust your schedule if necessary.

E Ethical, Exciting, and Enjoyable
Get excited! Goals should excite, energize, and pull out the very best in you! If your goals are not a good “fit” with who you are or what you believe in, you will most likely not achieve them. Think EEE: Ethical, Exciting, and Enjoyable!!

R: Resourced Plan to invest! Remember, you must plan to invest something into your goals. Your investment might be your time, your hard work, and even some of your own hard-earned money as well. Think in terms of what you must put into your goals in order to make them a reality.
Apply the learning tools and information to your goal setting. The more frequently you use the strategy, the easier it will be to use more frequently. Continue to make connections as you move through your assignments. Search for the strategies that you find most helpful to your learning and thinking processes. Begin to use them over and over because through repetition you establish habits of success. Do not forget, you may always share your thoughts in the Virtual Office or Discussion Board.

III. Powerful Words for a Powerful Vocabulary – 7 words in 7 Days

Effective communication is not only an essential academic strategy; it is fast becoming one of the top skills employers are looking for as they screen potential employees. However, how do you become an effective communicator? The answer to this question is actually quite simple, yet it involves some serious commitment on your part. You have to practice and make a firm commitment to equipping yourself with the many different “tools” that you will need in order to express your ideas clearly and effectively in both written and spoken communication. This is where a powerful vocabulary can make a world of difference for you because words are the building blocks of communication. Therefore, the more words you are able to use, the more creative, convincing and powerful you will be as a communicator. What if you could add just one new word to your vocabulary each day? Think about the progress you would make in a week, a month, or even an entire year.

Vocabulary Enrichment Resources
Merriam-Webster's Word of the Day
http://www.merriam-webster.com/word-of-the-day/

Activity: Make your own flashcards: http://quizlet.com/

Vocabulary Words:

Aberrant: Deviating from normal or correct
Abstruse: Difficult to comprehend; obscure
Catalyst: An agent of change; a person or thing that causes change
Contentious: Argumentative; combative; quarrelsome
Obfuscate: To make obscure or unclear
Sanctimony: Self-righteousness; hypocritical
Supercilious: Disdainful; characterized by haughty scorn

Complete the vocabulary activities here
http://www.studymate.com?id=3fpMZBNId
References


