



3.7 Writing Goals and Objectives

Goals can help you to create the kind of life you want. They can help you have a clear picture of where you're headed — your personal mission. It's equally important to make a plan on how to get there — how to make your dreams come true, one day at a time.

Learning how to set goals and objectives for yourself will help create your plan. Your goals are the things you want to accomplish during the next several years. Your objectives are the smaller steps you're going to take — tomorrow, next week, next month — to get there.

Writing down your goals and objectives is a big step toward making them happen. The next step will be to actually do these things and keep a record. This is something you and your mentor can work on together throughout time. Discuss what type of goals you want to address with your mentor.

Try This!

Writing Goals

Here are some of the types of goals you might be interested in setting. Choose the areas that are meaningful to you and write a goal for yourself.

- Work: In what direction do I want to go in terms of my future career?

- Art/Music/Creativity: What goals do I have for my creative side?

- Education: Where do I want to be in several years in terms of my education?

- Relationships: Three years from now, what do I want my relationships to be like? Do I want more friends? More time with family? A better relationship with my mom or dad? Married? Single?



- Spiritual: What kind of spiritual growth or involvement do I see for myself during the next few years?

- Sports/Fitness/Health: If I am successful, what will my health and fitness level be like several years down the road?

- Other: Do I have other interests in the community, my personal development or other areas for which I want to set a goal?

Writing Objectives

Objectives are the steps you take to make progress toward your goal. To be useful, objectives need to answer “What will change? By how much? By when?”

Usually, objectives work best when they are written for the next few months to a year. Much can change beyond that time frame, so it’s hard to set realistic objectives for several years from now.

Example:

Let’s say you are thinking about advancing your education. Some good objectives might be the following.

- Begin by finding out what programs in _____ are available by _____ (date).
- Talk with school about admission requirements and what I need to do by _____ (date).
- Determine program costs and what any tuition reimbursement will fund by _____ (date).
- Discuss program with someone currently enrolled or has graduated by _____ (date).

Here’s a tip on how to test if your objectives are solid: Ask yourself if they are **SMART**.

Specific: Do I know precisely what has to happen?

Measurable: How will I know if I’ve achieved this objective?

Attainable: Is it realistic or doable?

Result-oriented: Will it really move me toward my goal?

Time-limited: Does it have a due date?

If your goals are **SMART**, they’re solid. Now, go start doing them!



Try This!

Write your goals in the following space. Then write several objectives for each goal. You can do this with your mentor or on your own and then review them together.

Goal:

Objectives:

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Goal:

Objectives:

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Goal:

Objectives:

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Goal:

Objectives:

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Goal:

Objectives:

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