

My Goals

Five Qualities of Effective Goals

1. Dated - Effective goals have specific guidelines
2. Achievable - Effective goals must be realistic – what is achievable to you
3. Personable - Effective goals need to be your own not someone else's goals
4. Positive - Effective goals focus on what you want, not what you don't want
5. Specific - Effective goals state outcomes in specific, measurable terms

From "on Course" 3rd Edition by Skip Downing (2002)

Types of Goals

Long-Term Goals – Are the objectives we set for ourselves for the end of the year, 5-10 years, or even a lifetime. Long-term goals give us direction.

Short-Term Goals - Are goals that require a brief time commitment. Short-term goals usually span a week, a month or a semester. Short-term goals are steps to help us achieve our long-term goals.

Name: _____ Date: _____

Identify three major long-term goals:

1. _____
2. _____
3. _____

Identify five short-term goals that will help you reach your long-term goals:

1. _____
2. _____
3. _____
4. _____
5. _____

What is the most important long-term goal you listed above and why is it the most important?
