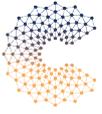




Career Clarity Program

# GOAL SETTING





## GOAL SETTING

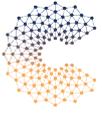
“Think big and don't listen to people who tell you it can't be done. Life's too short to think small.”

-Tim Ferriss -

### The Value in Goal Setting

Every strategy involves planning, setting targets and timelines that work towards a desired output or end result. When thinking about your job search strategy, there is immense value to be gained in spending time planning and documenting what it is you are working towards and incorporating goals to achieve your desired end result. The value in goal setting comes from having something to work towards. Setting career goals long and shorter term provides a sense of purpose and direction and ultimately a sense of achievement when each goal is reached.



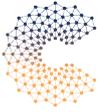


## Goal Statements

A goal is a statement that outlines a task or action that you wish to achieve. It should be detailed, specific, measurable and include an expected outcome.

<b>S</b>	<b>Specific</b>	What is it that you want to achieve? Be as detailed and exact as you can.
<b>M</b>	<b>Measurable</b>	How will you know if you have achieved your goal? How can you measure it?
<b>A</b>	<b>Action</b>	How are you going to go about achieving your goal? What are the steps you need to take?
<b>R</b>	<b>Realistic</b>	Make sure your goal is achievable. Is it realistic?
<b>T</b>	<b>Time Frame</b>	Be clear about the timeframe you are going to give yourself to work towards your goal. How much time are you giving yourself? When will it be achieved?

\* You may find the following acronym helpful in setting your goals: SMART

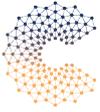


## Example of a SMART Goal

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<b>S</b>	<b>Specific</b>	To work as a Marketing Manager in a global Professional Services Firm
<b>M</b>	<b>Measurable</b>	When an employment contract has been signed
<b>A</b>	<b>Action</b>	Contact global Professional Service Firms & market myself directly, utilise my personal networks, online networks, register with recruitment agencies & apply for jobs advertised both online and in the newspaper
<b>R</b>	<b>Realistic</b>	As a Marketing Manager with seven years experience in national Financial Planning in an Assistant Marketing Manager role
<b>T</b>	<b>Time Frame</b>	To secure this position within the next 6 months

**Note:** If you struggle with goal setting and time management, access online resources, courses, and books on the topic. There are some goal setting apps like Strides <https://www.stridesapp.com/> which work well for some people.



## Other Great Goal Setting Resources

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Dr. Russ Harris, the author of *The Happiness Trap*, <https://thehappinesstrap.com/free-resources/> who is an amazing ACT therapist that does a lot of work involving values has some terrific free online resources, including a Goal Setting Worksheet. [http://www.actmindfully.com.au/upimages/Goal\\_Setting\\_Worksheet.pdf](http://www.actmindfully.com.au/upimages/Goal_Setting_Worksheet.pdf)

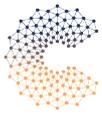
Another tool I find very helpful is The Goal Pyramid from the book 'Life in Half a Second' <https://www.lifeinhalfasecond.com/> by Matthew Michalewicz. The book is also a terrific resource for those making a career change. Matthews story is powerful and inspiring.

What is the best goal setting tool or methods for you and your personality type

You may find it is a combination of a few things that work well to capture your goal/s and the steps along the way. Refer back to your personality Type for some clues about what works best – i.e. NP are likely to follow less structured and detailed processes while SJ's will thrive on more structure and details behind each goal.

Also be mindful of your personality type when it comes to allocating timeframes for your goals. If you're an optimist who is prone to underestimating how long things take, then double the estimate at least of time you allocated for tasks to be completed.

Method	Works Well (Yes / No)
Project management software	
Paper based diary	
Online calendar / diary / tasks	
Mind Map	
Vision Board (hard copy or on sites such as Pinterest)	
Task lists	
Excel spreadsheet	
Having a mentor, coach or accountability partner	
Other..	

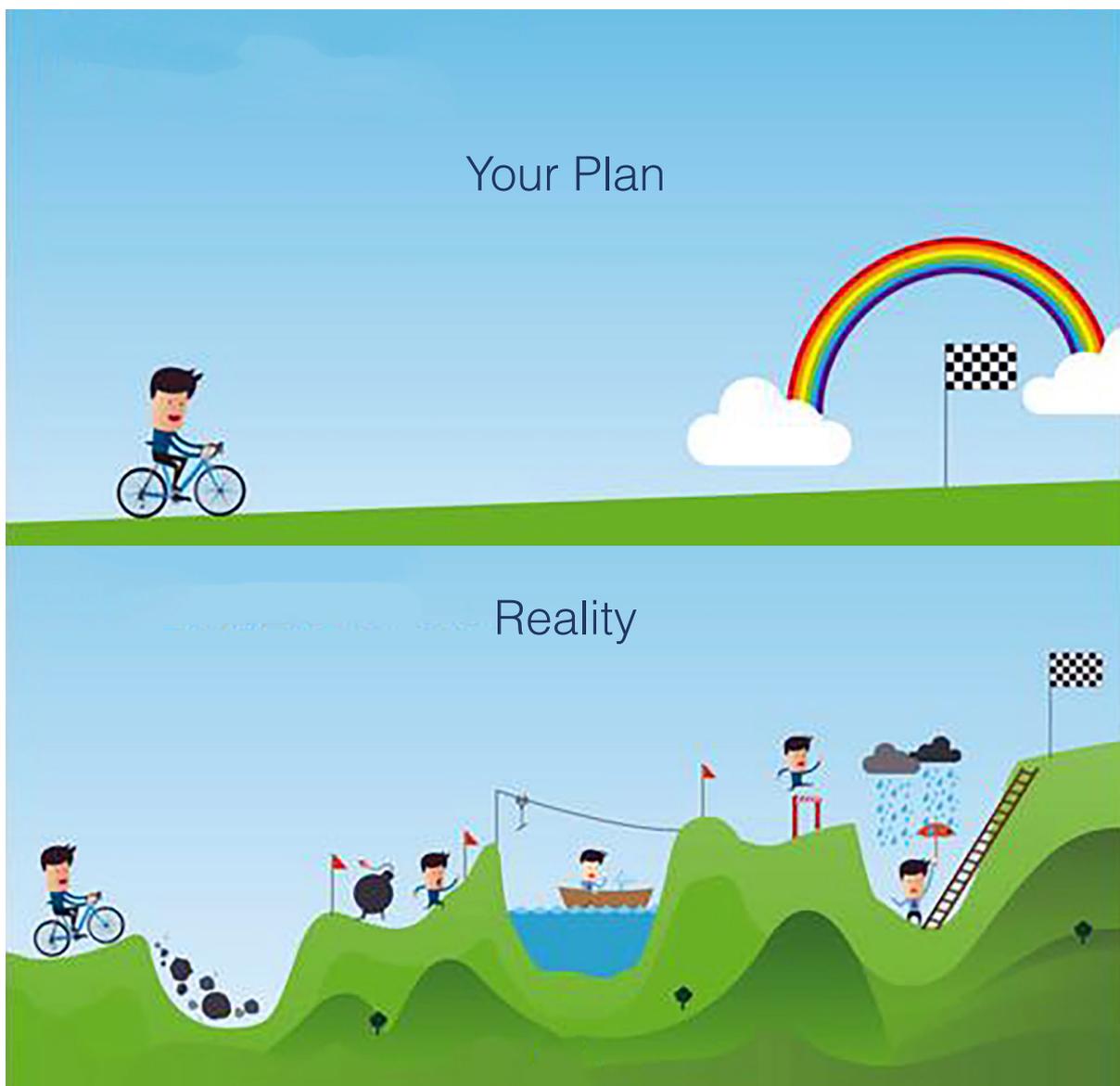


## Next Steps & Homework

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Reflect on how you best work when it comes to tackling life's bigger goals and select the tools and methods that work best for you. Some people like to document the goal first and work backwards to create the steps to get there, while others take more of a step assess, step asses approach or prefer to follow a process that someone else has used before which is also a good way to do it.

Complete the 'My Career Vision & Strategy Plan' worksheet with your high level short and long term career goals. See the SMART Career Goals worksheet if you are looking for a format to follow to capture your goals.



**Remember:** while we will set ourselves big and small goals, they will not always go to plan!

