GOALS

Goals are often viewed as Short-term, Mid-term and Long-term (or something similar).

The length for Short-term, Mid-term and Long-term varies depending on who is doing the defining. Length may take into consideration the population being served, circumstances, societal norms, etc.

Therefore, in an effort to be sensitive to the myriad of factors that may affect how you define Short-term, Mid-term and Long-term, you may want to use one of the two guidelines below.

GUIDELINE # 1

*If you are impatient and tend to think that too many things take too much time to complete, then the following guideline might be best for you........*

<table>
<thead>
<tr>
<th>Short-term (A few hours or a day)</th>
<th>Mid-term (A few days or a few weeks)</th>
<th>Long-term (months or years)</th>
</tr>
</thead>
</table>

**SAMPLES:**

**Short-term**
Take notes on career planning tips (or how to do ideas) during this hour

**Mid-term**
Make an appointment for as well as complete at least one meeting with a career counselor by the end of next week

**Long-term**
Complete an Associate’s degree in Culinary Management in two years based on career plan developed with assistance from counselor

GUIDELINE # 2

*If you are one who likes to take your time and are usually patient, then the following guideline might be best for you........*

<table>
<thead>
<tr>
<th>Short-term (Today up to a week or so)</th>
<th>Mid-term (3 months to a year)</th>
<th>Long-term (1 to 5 years)</th>
</tr>
</thead>
</table>

**SAMPLES:**

**Short-term**
Schedule next semester’s classes by end of week

**Mid-term**
Successful complete all classes taken this year with a grade of “B” or higher

**Long-term**
Complete both a Bachelor’ and a Master’s degree (or MBA), a related internship and have a suitable full-time in the business field no later than 5 years from this upcoming June
SETTING A GOAL

GOAL = Thing(s)/activity(ies)/experience(s)/relationship(s) an individual desires to obtain or acquire, engage in or establish which will help him or her to increasingly realize underlying values

Date I set this GOAL: ______________________

STEP 1..................................................What is my GOAL? (It must be realistic and measurable)

____________________________________________________________________________________________

STEP 2....When achieved, what will be the BENEFITS?.............Things I WILL TRY TO AVOID while in pursuit

____________________________________________________________________________________________

STEP 3........OBSTACLES I will/may have to overcome...............................................................HOW?

____________________________________________________________________________________________

STEP 4........What do I need to know/learn/or training I need to have, etc.

____________________________________________________________________________________________

STEP 5........WHO can help me reach this goal?

____________________________________________________________________________________________

STEP 6........What are the STEPS I PLAN TO TAKE in order to meet my goal?

1).................................................................................................................. By When? ______________

2).................................................................................................................. By When? ______________

3).................................................................................................................. By When? ______________

4).................................................................................................................. By When? ______________

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