

# FACE

## Future Access Career Enhancement



Goal Setting  
Tools & Principles

FACE *time* – Session 2

BBA First Year 2016-17

# Some questions ...

What is a goal?

What is goal setting?

Are there types of goals?

Is there a method?

Are there problems with goals?



# Learning Outcomes

- Goal setting – as a written down process
- Types of goals
  - Personal, academic, career, ...
  - Short term, medium term, long term
  - F. A. C. E. F. E. A. R.
- How to set SMART goals
- Goal setting practice
- Planning the tasks and resources
- Planning for obstacles [Plan B]

# What is a goal?

Decision made  
consciously

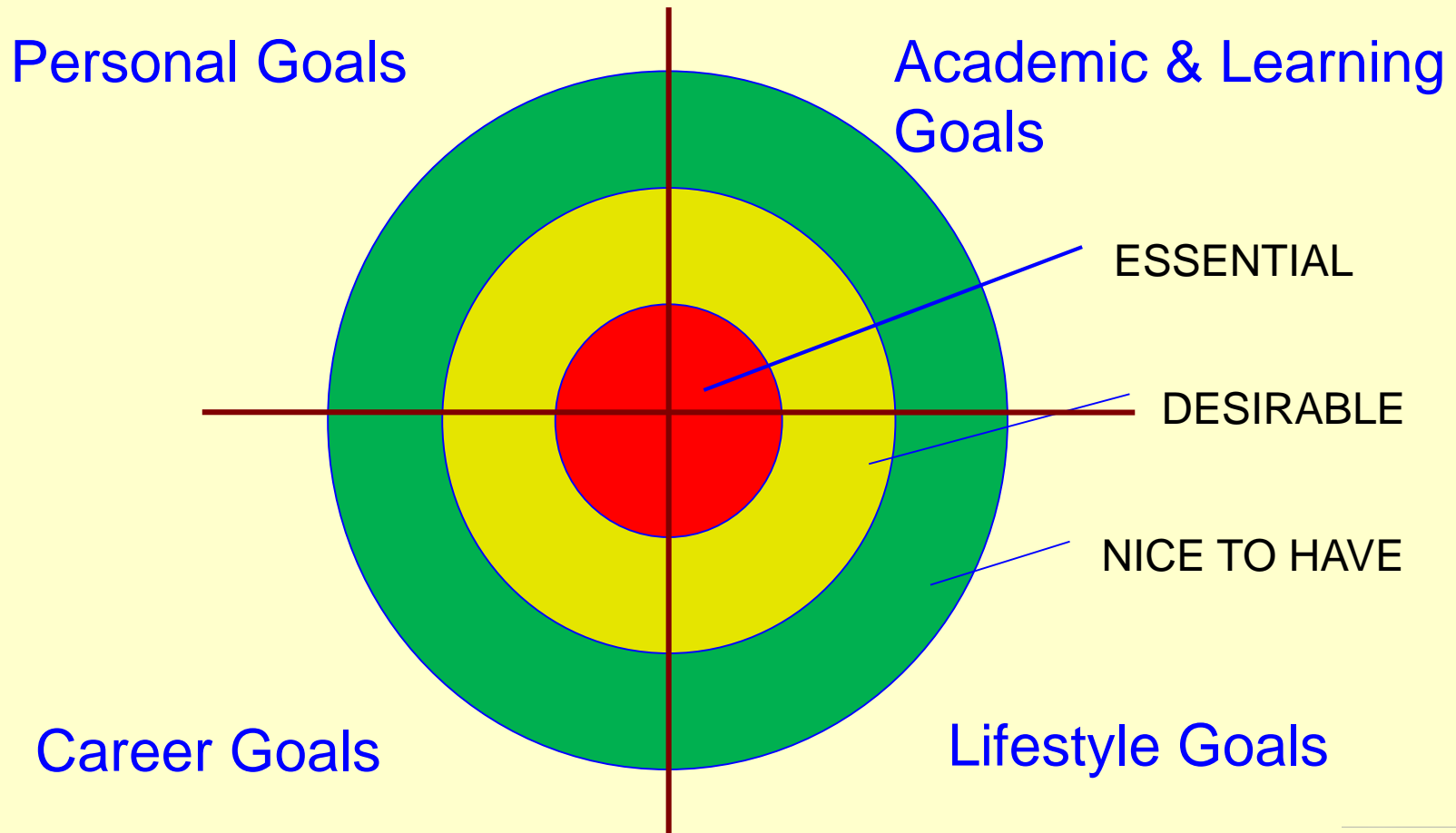
Destination  
End result  
Objective  
Target



Recognizing  
obstacles

Goal Setting: A planned process

# Setting Targets



# FACE FEAR

- **Financial**
  - Savings, income, investments
- **Attitude**
  - Positive thinking
  - Manage temper
- **Career**
  - New job skill
  - Promotion
- **Education**
  - MBA, PhD, diploma
- **Family**
  - Family outing, trip
  - Children's games
- **Exercise**
  - Work out thrice a week
  - Lose 5 kilos
- **Arts**
  - Pursue hobby
  - Learn an instrument
- **Recreation**
  - Relax, learn a sport, travel



# How to achieve goals

- Set goals that motivate you
  - How important are your goals? How much value?
  - Why is this goal important to you?
- Set SMART goals
  - *Details in the next slide*
- Write down your goals
  - Use “I will ...” rather than “I might ...”
  - Frame the goal in a positive sentence
- Make an action plan
  - Identify individual steps
  - Be aware of obstacles
- Take Stock
  - Review your plan regularly



# What are SMART Goals?

S	<b>Specific</b> – clearly identified target expressed in active sentences
M	<b>Measurable</b> – there is either a quantitative or qualitative value that can be measured
A	<b>Achievable</b> – it is possible for this goal to be reached?
R	<b>Relevant</b> – is the goal related to my larger plans?
T	<b>Timebound</b> – there is a specific time frame for achieving the goal



# How to set SMART goals

Specific	I want to lose some weight I want to lose 10 kilos in the next 3 months
Measurable	Every two weeks I should lose between 1 and 2 kilos I will follow the 1600 calorie diet chart
Achievable	Has anyone else done this? Is it medically possible? If I exercise and control my diet, it should be possible
Relevant	I need to get in shape for a movie I am shooting The doctor says I am overweight for my height
Timebound	Total time is 3 months, maybe earlier

# SMART Goals Practice



# Achieving the Goal

*To present information on marketing to a corporate house so that my project scores go up by 25% within one month*

Date	Tasks	Resources	Obstacles	Help
Week 1	Collect the information	Books, Professors, Internet	People not available, no Net connection	LDG, TS, cyber cafe
Week 2	Sort out irrelevant data	Check with peers, read other reports		
Week 3	Make a visual presentation	Powerpoint, excel,	Need training	Computer lab
Week 4	Test and modify	Small group of target audience	Venue, common time	



# Next Session

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