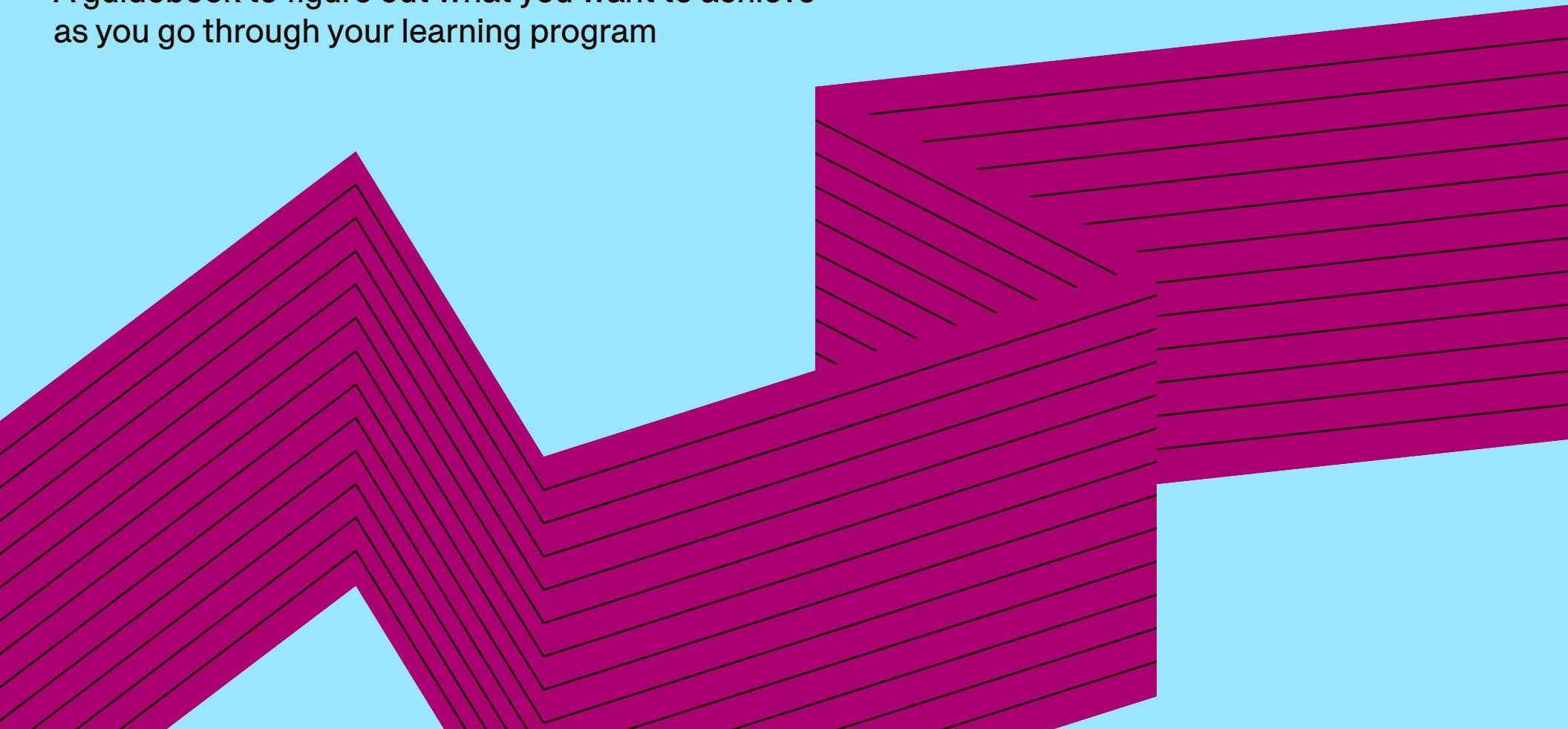




Goal setting with Guild →

A guidebook to figure out what you want to achieve
as you go through your learning program



Foundation

Why set goals?

Setting goals is a great way to get organized and frame your perspective, especially when you're starting a new learning program. You'll be putting a lot of time and energy into learning and gaining new skills, and setting goals helps you make the most of your effort.

Think of setting goals like making a roadmap of where you want to go and what you want to achieve, starting from where you are today. You'll likely have a big goal at the end (like completing your learning program or applying to different kinds of jobs) and small goals along the way (like completing homework assignments and passing tests).

5 reasons why setting goals matters:

- 1. Get focused:** Setting goals provides direction on what you're trying to accomplish so you don't get derailed.
- 2. Stay motivated:** When you steadily achieve goals you set, you get a burst of motivation and positive energy to keep going strong.
- 3. Overcome procrastination:** Breaking down a big ambition into manageable goals can make it easier to stay on track and not get overwhelmed.
- 4. Track your progress:** Without goals, it's difficult to see how far you've come or how close you are to accomplishing something you've always wanted to.
- 5. Boost personal satisfaction:** Accomplishing goals provides you with a growing sense of accomplishment, confidence, and self-esteem.



Tip:

Setting goals for what you want to get out of your learning program can help you stay focused and increase the likelihood of your success.

Reflection

What do you want to achieve?

Setting goals starts with self-reflection, being honest with yourself, and getting really clear on what you want. It's about asking yourself important questions, thinking deeply, and taking the time to write out your answers. By doing so, you deepen your understanding of who you are and what you want.



Exercise:

Answer the following questions to help you prepare to set your goals.

- 1. Why did I apply to my learning program in the first place?**

- 2. What do I hope school will help me do or accomplish?**

- 3. How do I see my life changing because of what I learn?**

- 4. Why does it matter that I accomplish this?**

SMART goals

How will you write your goals?

Say hello to SMART goals. This is a framework for setting goals that helps increase the likelihood you'll achieve them. The SMART goal framework looks like this:

S	Specific	What will you set out to do, and what actions will you take to do it? (example: I'll complete my first course in management, submitting homework and taking tests along the way.)
M	Measurable	How will you measure your goal? (example: I'll get a passing grade of at least 70% in my course.)
A	Achievable	Is the goal doable? Do you have everything you need to get it done? (example: I have my textbooks and I've set aside time every week to study.)
R	Relevant	How does the goal align with the big picture, and why is this important? (example: Completing this course will prepare me to be a leader at work and will take me one step closer to getting promoted.)
T	Time-bound	What is the time frame for accomplishing the goal? (example: I'll be in my course for the next 3 months.)



Exercise:

Now it's your turn to try out the SMART goal framework. Not sure where to start? **Use the chart below to try writing out a SMART goal for your first class:**

S	Specific	
M	Measurable	
A	Achievable	
R	Relevant	
T	Time-bound	

Where do you see yourself?

It's amazing how, when you vividly imagine something you want, it becomes more real. You can do the same thing when it comes to your personal and professional goals.

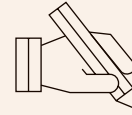
Visualization is a powerful technique that can make your goals feel more real and can lead to real outcomes. Think of it like an imaginative rehearsal that prepares you mentally for where you want to end up. It can also make you better able to withstand setbacks or challenges along the way if you visualize your graduation ceremony or dream job, for example.

So, let's try a visualization exercise:



Exercise:

Imagine it's five years from now and everything is going your way professionally. You finished the learning program you're in now. Maybe you even completed another learning credential. What do you do for work? What does an average day look like? How do you feel each day when you go to work? **Use this space to describe your vision of your future self's day in the life. →**



How will you stay motivated?

It's very common for people to give up on their goals or to set them aside and never return to them. Here are a few tricks to make sure your goals don't go by the wayside:

- 1. Make it a habit.** Make thinking about goals (small and big) a habit, something you think about or take action on everyday. Build it into your life, like something you do first thing every morning or every time you take your coffee break.
- 2. Start small.** Start with small goals that can easily be accomplished, and work your way up to big goals that take more time to achieve.
- 3. Celebrate your progress.** If you think about your goals like a roadmap, celebrating when you achieve small goals along the way can actually provide you with the fuel to keep going. So, don't downplay celebrating your progress as you go through your learning program.



Tip:

Save your answers to the exercises above and come back to this guidebook whenever you need a refresher on goal setting and the goals you've set for yourself.



Exercise:

List out how you can make these tricks work for you:

- 1. What is your immediate goal or milestone that you're trying to achieve in the short term?**

(example: complete a class within 1-3 months)

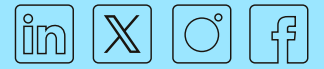
- 2. What is a small habit that you can incorporate into your weekly schedule that will help you to achieve this?**

(example: use 15 minutes of my lunch break to read through course material)

- 3. How will you celebrate when you achieve this milestone?**

(example: dinner with my family or "full break" day filled with video games)

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