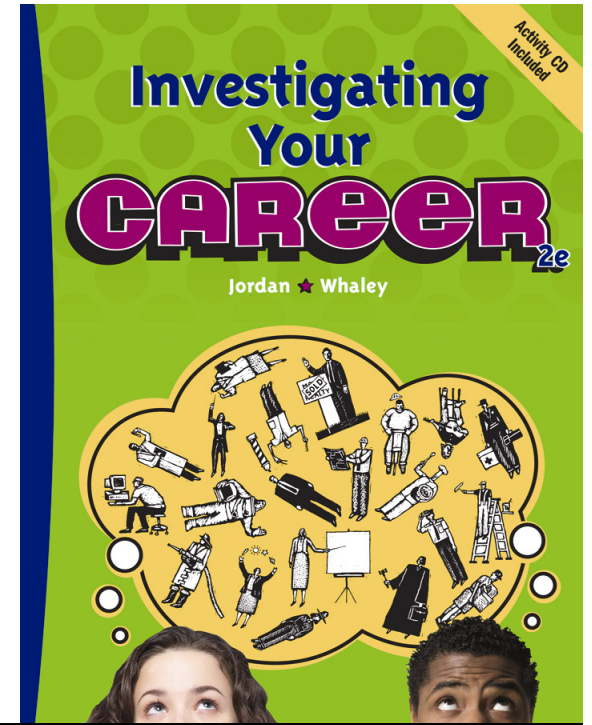


chapter
7

Setting Goals



Investigating Your Career

Ann K. Jordan
Lynne T. Whaley

CHAPTER 7

Setting Goals

Goals

- * Motivate yourself.
- * Understand the differences between long-term, midterm, and short-term goals.
- * Develop an Action Plan for a long-term goal.
- * Develop strategies for overcoming roadblocks.
- * Create a budget.
- * Manage your time.

Self-Motivation

- Achieving the goals you set for your career and your life requires **self-motivation**—the determination to stay on track and avoid distractions.
- General guidelines for staying motivated:
 - Make time for career planning.
 - Research your ideal career.
 - Identify possible routes to your ideal career. Select the best one.

Continued on next slide

Self-Motivation

- Divide your career plan into small steps.
- Decide which steps will be easier if you get help.
- Begin with your goal and work backwards to reach your ideal career. Set deadlines for your planning time line.
- Understand the steps of your plan: put first things first.
- Put your career plan in writing.
- Periodically evaluate your progress. Make revisions as needed.
- Maintain flexibility.

Reaching Your Goals

Group your goals according to how long you think it will take you to complete them:

- **Long-term goals** are goals you expect to achieve in five or more years.
- **Midterm goals** are goals you expect to achieve in one to two years.
- **Short-term goals** are goals you expect to achieve in one to six months.
- Strategies for setting goals
- Time lines for goals

Strategies for Setting Goals

- Realistic
- Challenging
- Important
- Positive

Time Lines for Goals

- Determine how much time you need to meet each step or goal.
- Divide the time needed into smaller parts.
- Use a desk calendar, a planner, or an agenda to schedule the day, month, or year you want to complete each step.
- Write down your time line. Include all of the steps necessary to reach your long-term goal.

Your Action Plans

An **Action Plan** shows how to get from where you are now to where you want to be.

- Use your strengths and talents
- Keep to your values
- The future view
- The influence of people
 - Turn to others for information, advice, or assistance.
 - Look for a **mentor**, a person who offers experience and knowledge to help you meet career goals.
- Part-time jobs

Part-Time Jobs

Positive benefits from part-time jobs include:

- You may become passionate about the work.
- You may decide that this cluster is not the area for you.
- You may have the opportunity to find a mentor.
- You will gain experience working with others in a job situation.
- You can begin to learn how to budget your resources.

Roadblocks

Roadblocks, barriers that may slow or stop the progress of your Action plan, include the following:

- Difficulty with school
- Inability to concentrate
- Indecision
- Distractions
- Procrastination
- Lack of money for education
- Strong competition for jobs, internships, and other opportunities

Continued on next slide

Roadblocks

Strategies for overcoming roadblocks:

- Ask for help from someone who understands your situation.
- Break a roadblock into smaller problems. Try to find a solution to each problem.
- Create a backup plan for each major step of your Action Plan.

Budgeting

- **Budgeting**—making decisions about your expenses based on the money you have available.
- Many teens do not know how to:
 - Budget or save money.
 - Write a check or balance a checkbook.
 - Use a credit card responsibly.
- Budgeting gives you the information you need to make wise decisions, to know what is realistic and what is not.

Continued on next slide

Budgeting

- Sources of income to consider as you work toward a career:
 - Scholarships
 - Support from family members
 - Part-time work
 - Student loans

Continued on next slide

Budgeting

- Expenses to consider:
 - Food at home
 - Food away from home
 - Housing
 - Clothing
 - Transportation
 - Health and personal care
 - Entertainment
 - Education and training
 - Paycheck deductions
 - Miscellaneous expenses

Managing Your Time

- Eat right, get plenty of sleep, and exercise.
- Learn to set priorities.
 - **Fixed commitments** are things you must do during the day, often at certain times.
 - **Flexible commitments** are daily activities that can be done on your own at various times.
- Do not be a perfectionist.
- Learn how to schedule.
- Avoid procrastination.
- Set deadlines.

Summary

- I know that to be successful, I must motivate myself.
- I understand the differences between long-term, midterm, and short-term goals.
- I can develop an Action Plan for a long-term goal.
- I can develop strategies for overcoming roadblocks.
- I can create a budget.
- I can manage my time.