

Goal-Setting Guidelines and Force Field Analysis

SMART Goals

S	<i>Specific</i>
M	<i>Measurable</i>
A	<i>Achievable</i>
R	<i>Relevant</i>
T	<i>Timebound</i>

A model for setting and achieving goals.

Goal-Setting

Goal-setting is identifying what you want and planning how to get there.

Think about something you recently wanted and intended to achieve. How committed were you to achieving it? What specific steps did you take to accomplish it? Was it a realistic goal? How did you measure your progress or success? Did you have a deadline by which you accomplished it?

Simple Example: Losing 10 lbs (specific)

- **Specific:** How will you do it? Eat no sweets and no carbs for 2 months
- **Measurable:** Are you going to weigh weekly to measure the small steps taken?
- **Achievable:** Is a goal of 10 lbs realistic?
- **Relevant:** Are you committed to accomplishing the goal? Does it really matter to you?
- **Timebound:** Have you set small steps to ensure you're on track? (2 lbs/week)

Example 2: Passing a course

- **Specific:** How much study time is invested?
- **Measurable:** What are you making on each assignment or quiz?
- **Achievable:** Is achieving an "A" grade realistic?
- **Relevant:** Are you committed to accomplishing the goal?
- **Timebound:** When are all of your assignments due? Can you set small goals for each?

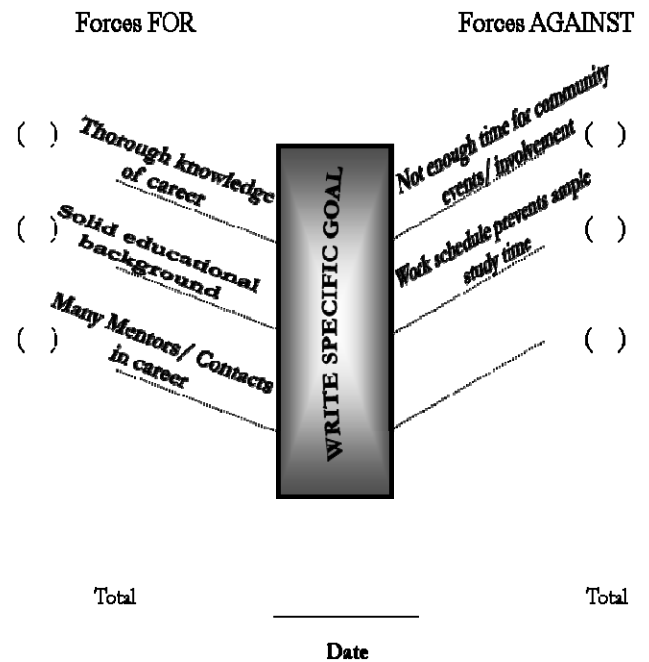
Force Field Analysis

This process helps you evaluate whether or not you have the support and resources necessary to accomplish a goal (or helps you identify what you need to develop). What skills are necessary for success? What commitment do you have to gaining the skills and knowledge? What natural abilities and aptitude do you have (skills, interests, values)? It takes knowledge of the career to complete this type of analysis, but this homework will lead to future success and mastery of abilities necessary for your success.

Premise of analysis: If it's not working FOR you, it's working AGAINST you!

- After you have identified the forces working for or against you, assign weights to them. How important is that factor?
- Then add them to get a total (a realistic picture of how attainable the goal is).

Force Field Analysis



Ex: If your career goal is to become a nurse; yet you hate the sight of blood, this is a significant factor and would receive a high rating. You may need to reconsider your career choice based upon this analogy.