

Career
Life
Work

Goal Setting Workbook

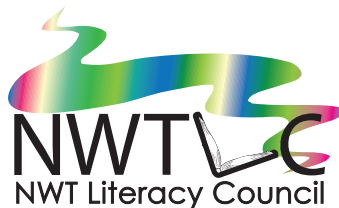
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There are 10 manuals and workbooks in the *Career – Life – Work* series. You will find a list of them on the last page of this workbook. You can find the whole series online at www.nwt.literacy.ca under the adult resources section. If you would like print copies, please contact the NWT Literacy Council.



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Table of Contents

About this Booklet	2
Step 1: Write Your Goal Down	4
Step 2: Desire to Achieve Your Goal.....	6
Step 3: Identify Obstacles	8
Step 4: Set Deadlines	11
Step 5: Make a Plan.....	13
Step 6: Make a Picture	16

About this Booklet

The difference between a goal and a dream is the written word. Gene Donohue

This booklet gives the example of setting a career goal, however you can use these steps to set any kind of goal for your life.

- Family and Home
- Financial and Career
- Spiritual and Ethical
- Physical and Health
- Social and Cultural
- Mental and Educational

Step 1

Write your goal down. Once it goes into writing it becomes important and starts to make an impression into your subconscious.

Step 2

Do you really have the **desire to achieve your goal**? The desire must be intense. How do you make yourself really want something? Sit down and write out all the benefits and advantages of achieving your goal. Once the list goes between 50 and 100 your goal becomes unstoppable.

Step 3

Identify the obstacles you will need to overcome, and the help you will need to get, e.g. knowledge, people, organizations. In each case write them out in a clear list and analyze them.

Step 4

Set deadlines. Analyze where you are now in relation to the goal and then measure how long you will reasonably need to complete the goal. Then set the latest outside date.

Step 5

Make a plan. Take all the details of Steps 3 and 4 and make a plan. List all the activities you need to do and put them down in order of importance.

Step 6

Make a picture of your goal. Use bristol board and some magazines, markers, etc., and make a collage of your goal. For example, if your goal is to get into nursing school, make a collage of pictures of nurses, doctors, hospitals, school classrooms, etc. Put a picture of you right in the middle of the collage. Look at your collage everyday!

Step 1: Write Your Goal Down

It is important to write down your goals and make them more real. Words convey images, pictures, feelings, emotions to the mind. We can read them over and over again to remind ourselves of what we desire.

If you write down your goal, it is more likely to come true. Post your goal somewhere where you can see it everyday, e.g. on the fridge, on your bathroom mirror or in your wallet.

It takes time to get your goal right. It may take several days of thinking and several drafts to get the right wording.

just
another
example

Draft #1: My goal is to become a heavy equipment operator.

Draft #2: My goal is to go to school to become a heavy equipment operator.

Draft #3: My goal is go to school to become a heavy equipment operator and get a job at one of the mines working in this field.

Your Turn!

Draft #1: _____

Draft #2: _____

Draft #3: _____

Share your goal with others!

Step 2: Desire to Achieve Your Goal

Are you working on a goal right now? Is it not going as fast as you would like? You may need to really look at what you want. Passion keeps people up working all hours of the night to complete their goal. It's what fueled **Stephen Spielberg** from the age of 13 to be a movie director. It's what powered **Oprah** to overcome her difficult childhood and become a talk-host sensation.

Desire starts in the mind. List all the benefits of your goal.

For example: My goal is to go to school to become a heavy equipment operator and get a job at one of the mines working in this field.

just
another
example

- More money
- Job security
- A feeling of accomplishment
- Meet new people
- Be able to go hunting during time out
- Be able to save money
- Can advance at the mine to supervisor
- Be able to afford nice holidays
- Work outdoors
- Get fit at the mine (work out)
- Be able to buy what we need
- Learn new things
- Have two weeks off at a time
- Be able to buy a new truck
- Retirement plan (pension or RRSPs)
- Interesting job
- Spend lots of time with kids on my two weeks off
- Good routine to get into
- Good food at the mine
- Hang with my buddies at the mine

Your Turn! Make a list of all the benefits of your goal.

A large, empty rectangular box with a thin black border, intended for the user to write a list of benefits for their goal.

Once you have 20 to 30 benefits of your goal, you will feel motivated to get started!

Step 3: Identify Obstacles

You need to write down a list of potential obstacles you may face when trying to reach your goal.

- Are there people who won't understand your goal and discourage you?
- Do you need to do certain things before you can start on your goal?

Make a plan for these obstacles.

- Research the subject and educate yourself.
- Find out more about what you are trying to achieve.
- Do you personally know people who have accomplished what you want? Talk to them. Get input.

just
another
example

Goal: My goal is go to school to become a heavy equipment operator and get a job at one of the mines working in this field.

Obstacle	How you will deal with the obstacle	Knowledge or people who can help
What do I need to get into the program?	May have to go back to school to upgrade.	Adult educator in my community
I need money to go to school.	Find out more information about Student Financial Assistance	Talk to the adult educator and the career development officer in my community

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Your Turn! Fill in the chart below to help you with this step.

Goal: _____

Obstacle	How you will deal with obstacle	Knowledge or people who can help

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Step 4: Set Deadlines

Which goal planning exercise is more likely to be achieved?

Goal 1: I would like to take a vacation in the Bahamas sometime!

Goal 2: Six months from today I will be enjoying a vacation in the Bahamas.

Yes, deadlines help you make your goal a reality. However, it would be a mistake to think deadlines perform miracles. Setting a deadline by saying, "In seven days from now I will have made an extra \$5,000" will most likely not work.

So you need to:

- Break the goals down into **manageable stages**.
- Work out a **reasonable time frame** for that stage and factor in some extra time just in case of delays.
- Put the **deadline date** for each stage in your computer planner or diary.
- Set the deadline date **for your last stage**.

Think about your goal in several different stages and then write a statement for each stage. You may have three to five stages for this step.

just
another
example

- **Stage 1:** Complete upgrading by December 2013
- **Stage 2:** Complete Heavy Equipment Operator's Course by June 2014
- **Stage 3:** Working in one of the mines as a Heavy Equipment Operator by October 2014

Your Turn!

Stage 1:

Stage 2:

Stage 3:

Stage 4:

Stage 5:

Step 5: Make a Plan

In Step 3 we discussed the importance of identifying obstacles and getting help. You made a list of possible obstacles and another list of things and people who could help you. In Step 4 you came up with deadlines for your goal.

Now in **Step 5** you make a detailed plan for each part of your goal.

just
another
example

For example:

- **Stage 1:** Complete upgrading by December 2013
 - Acquire information about prerequisites for Heavy Equipment Operator Program
 - Find out what I need to do to apply
 - Talk to an adult educator about upgrading
 - Attend upgrading program
- **Stage 2:** Complete Heavy Equipment Operator's Course by June 2014
 - Apply to get into the program
 - Find out about funding
 - Make arrangements to travel to Fort Smith
 - Make arrangements for staying in residence
 - Make arrangements for my family

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Your Turn! Fill in the chart below to help you with this step.

Goal: _____

Stage 1:

Activities:

Stage 2:

Activities:

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Stage 3:

Activities:

Stage 4:

Activities:

Stage 5:

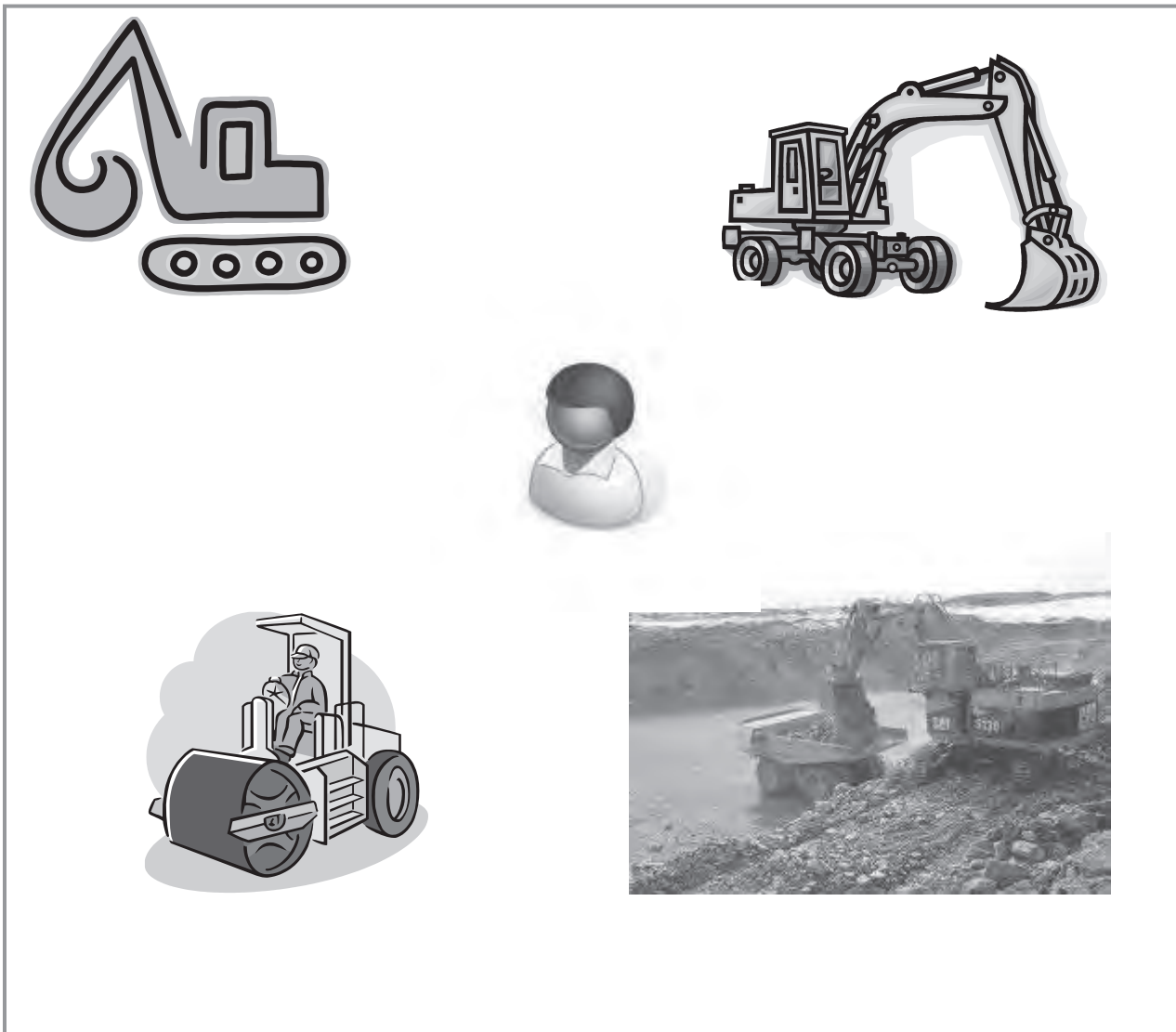
Activities:

Step 6: Make a Picture

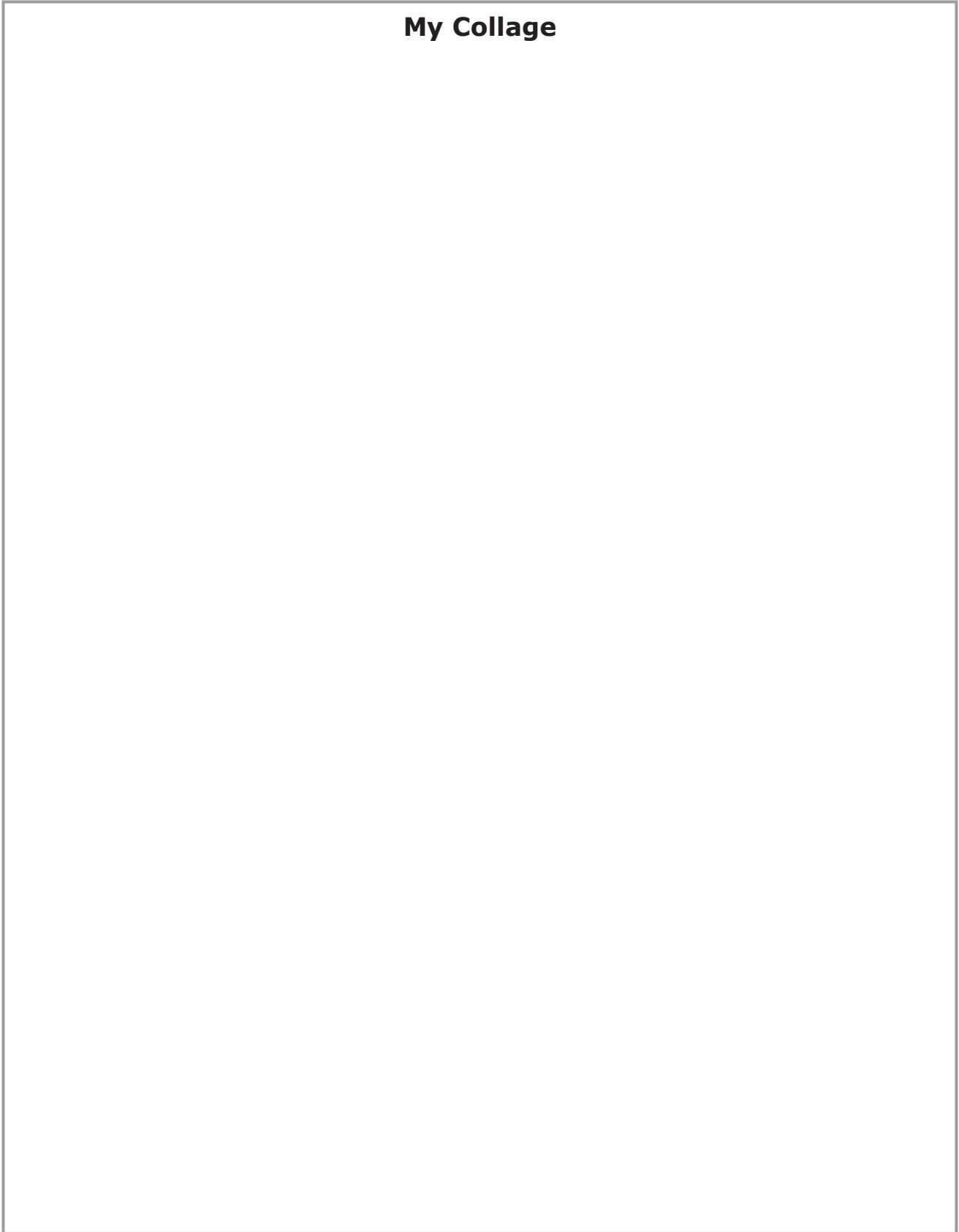
Make a **PICTURE** of your goal. Use bristol board and some magazines, markers, pictures from the Internet, etc., and make a collage of your goal. You can use the space on the next page for an outline of your collage.

just
another
example

For example, if your goal is to work as a heavy equipment operator at one of the mines, find pictures of heavy equipment, mines, hard hats, etc. Put a picture of you right in the middle of the collage. Put your collage where you can see it every day!



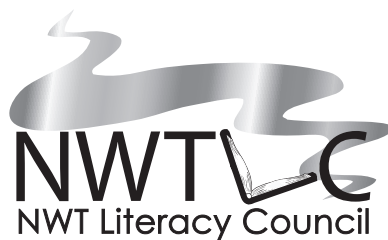
My Collage

A large, empty rectangular box with a thin black border, intended for a collage. The box is currently blank.

The *Career- Life- Work* Series consists of the following:

- Personal Management Skills Manual
- Communication Skills Manual
- Career Development Manual
- Job Success Strategies Manual
- Dealing with Conflict Workbook
- Getting the Job Workbook
- Soft Skills for Work Workbook
- Planning Your Career Workbook
- Dealing with Stress Workbook
- Goal Setting Workbook

You can download these documents from www.nwt.literacy.ca



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