

How to set and achieve your goals

A goal is something you want to accomplish or achieve in the short or long term. Incentives are considered very important as they motivate a person to do something and therefore to set a goal. Identify your incentives (Why are you studying? What led you to choosing this specific program of study?). These will keep you in touch with your goal and motivate you throughout the process.

HOW DO I SET GOALS?

1. Take your time to think things through.
2. Identify what's important to you.
3. Brainstorming. Make a list of all the things / goals you would like to achieve.
4. Reflect on why each goal you identified is important to you.
5. Prioritize (number) your goals and choose the one that is most important to you right now.
6. Once you have identified your primary goal, you can write it down on a large piece of paper and place it in a prominent position where you can see it.
7. Think: "What do I have to do to achieve this goal?" Write down a step-by-step process to achieve this goal.

SUCCESS IS ALL ABOUT SETTING A GOAL

Knowing what you want to achieve and how you are going to achieve it will help you manage your time and focus on what really matters to you.

Focus on Your Goal: The key is to stay focused on your ultimate goal and put all your energy into achieving it. Goals set the stage for action.

Re-evaluate your strategy: Sometimes you may need to re-evaluate your strategy, i.e. change the way, the means or techniques you use to reach the goal. At the end of each semester, check your plan for any adjustments that may be needed.

Remind yourself of your goals: Imagine yourself achieving your goal. Repeat this process as often as you can.

QUICK WINS

Start with a goal you can realistically reach. Succeeding will motivate you to reach your next goal.

CHARACTERISTICS OF GOAL SETTING

How can I set an achievable goal?

SHORT - TERM GOALS

Set immediate, daily goals that you can easily achieve, and will eventually lead you to your ultimate goal.
Example: "I go to class every day", "I take notes in courses", "I study my notes daily".

MEDIUM -TERM GOALS

Set medium - term goals that can eventually lead you to the final goal.
Example: "In my midterm examinations I want to achieve a grade above 80/100".

LONG-TERM GOAL

The ultimate goal with a clear result.

Example: "I want to pass the course with an A".

REALISTIC

Once you have identified your goal, think about whether the external conditions (time, everyday life and other factors in your life) allow you to work towards achieving your goal. Here, you need to think of a plan of action - dealing with potential difficulties.

ACHIEVABLE

The goals you set must be within your abilities and not too strict or tough.

SPECIFIC AND MEASURABLE

You need to be able to measure and monitor the goal with objective criteria. Answer these questions:

- What? (do you want to succeed)
- Who? (will participate)
- When? (will you start and finish)
- Where? (will the goal be achieved)

If you would like to speak with a specialist or you need help with your studying methods, you can contact Frederick University's Counselling Centre.

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