

Tips for Academic Success

How Can I Set and Reach My Goals?

Successful students frequently mention setting goals when they're asked how they do so well in college. However, reaching their goals doesn't just happen. These students make plans to accomplish their goals.

"Setting goals is the first step in turning the invisible into the visible." -Tony Robbins

Write It Down

Decide which goals are crucial, and transfer these goals to a new sheet of paper. Then, think about what you need to do to accomplish your revised list of goals. You may need to read up on a topic, make an appointment to see someone, or take a class.

Sometimes it's helpful to break a larger goal into several mini-steps that you need to do on a weekly and monthly basis. If you have a planner, write down these mini-goals on the appropriate weeks.

Prioritize

Writing down your goals is an important first step in reaching them. Seeing your goals helps you set realistic plans. If you don't have a planner, write your goals on a calendar or notebook. Be creative during this process. List everything without worrying if your goals are worthy ones. If you like, use several sheets of paper, and label them (school, personal, career, etc).

Anytime is a good time to write down your goals, but it's especially important to establish some goals at the beginning of the academic year, at the start of each semester, at midterm, and before finals.

Talk About It

Some students find it helpful to discuss their goals with important people in their lives, including campus mentors, friends, and family. Whomever you go to should be a good listener. Discussing your goals will help you sort out what's really important to you.

During these discussions, you may hear lots of advice. Listen to this advice, but your goals are just that—your goals. You need to decide for yourself what is important.

Review

Set aside time each month to take stock of how much you have accomplished towards meeting your goals. Don't be too hard on yourself if you have gotten sidetracked. Sometimes your plans change because your perspective changes. Adjust your plans to reflect your new outlook.



NEED SOME ASSISTANCE?
Academic Resources Can Help! You can schedule an individual consultation by stopping by Sears 340 or calling 216-368-3478.