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DIY Library Program

ADULT 101: SETTING GOALS

DREAM IT, DO IT!

Recommended for Ages 12 – 18

Do you know what you want your life to look like? Are you unsure how to make it a reality? Learn goal setting techniques and how to use them as a guide to help you map out your future. There are lots of different strategies and tools that can help you set and achieve your goals. Let's explore two common goal setting techniques that will help you turn your dreams into reality.

The Mindset + Purpose

The purpose of goal setting is to cultivate a positive mindset about your future. You are creating a happy and positive vision for your future—what does this future look like? As you move through this program, keep the image you have of your future in the front of your mind, helping you move toward your goals.

Questions for Discussion:

- What are goals?
- Why is it important to have goals?

Activity #1

There are two different types of goals:

1. **Long-term goals** might be something that takes years to fulfill like going to college or owning your own business.
2. A **short-term goal** may be accomplished in days, weeks, or months such as getting good grades next semester or learning to do a push-up.

Did you know studies show that people who write down their plans are 33% more likely to meet them?[1] Practice writing down your goals; write down at least one short-term goal and one long-term goal.

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[1] Matthews, Gail. "Harvard Goals Research Summary" *Dominican University*, https://www.dominican.edu/sites/default/files/2020-02/gailmatthews-harvard-goals-researchsummary.pdf Accessed April 22, 2020.

Now that you know what short and long-term goals are let's discover SMART goals. SMART stands for **S**pecific, **M**easurable, **A**ctionable, **R**ealistic, and **T**ime-bound. Think about the goals you just wrote down and ask yourself if they meet the following:

- **SPECIFIC:** Is the goal clearly stated? Is it specific? Does it use descriptive language? Example: a goal to "have more money" is very general. A specific goal would be to "have $500 in savings by the end of the summer."
- **MEASURABLE**: How will you measure whether you met this goal or not? What does success look like? In the example of saving $500 by the end of summer, success is measured by how well you achieve or exceed the savings goal.
- **ACTIONABLE:** Can the goal be broken down into steps you can take to move forward? For example, the steps for saving money may include finding opportunities to earn money, cutting back on unnecessary expenses, etc.
- **REALISTIC:** Can you achieve this goal? Is it realistic? Are there any barriers that will make reaching this goal challenging?
- **TIME-BOUND:** Does the goal indicate when you want to achieve it? What is the timeline for accomplishing this goal? For our savings example, the deadline for achieving the goal might be the last day of summer, September 22.

Our example SMART goal may look like this:

> My goal is to save $500 by September 22. I will do this by not eating out each week and by offering to do the dishes after dinner every day in exchange for extra allowance money.

Try setting SMART goals for yourself whenever you have something you want to achieve. Interested in learning a new skill? Break it down into bite-sized SMART goals. Want to break a bad habit? Writing a SMART goal for it. Check-in with your goals each week and adjust accordingly. You will be surprised at what you can do if you are SMART about it!

Activity #2 Create Your Own Vision Board

What is a Vision Board?

A vision board is a collage of pictures, phrases, words, or items that represent you, your plans, your goals, and your dreams. Vision boards often incorporate ideas or goals that make up your vision for the future.

Materials Needed:

- Poster board, paper, cardstock, or any sturdy surface you use for your vision board surface (cardboard, a notebook, etc.)
- Magazines, paper, and other materials that can be cut up

- Glue
- Scissors
- Pen or pencil

Instructions

1. **SET THE MOOD** - A vision board is a visual manifestation of positive thoughts and feelings in your life. Before beginning to work on your vision board, make sure you are in a positive frame of mind. Create a calm environment by putting on your favorite music or playlist so you can relax, feel motivated, and be inspired.

2. **POSITIVE REFLECTION** - It is important to be intentional and take time to reflect before starting to create your vision board. Make a list of your accomplishments from the past year then write down goals for the upcoming year.

3. **AREAS FOR IMPROVEMENT** - The next step in preparing to create a vision board is to think about which areas of your life you want to improve or grow. Areas you may want to consider include various aspects of your spiritual, emotional, intellectual, social, physical, environmental, occupational, and financial development. Add these to your list of goals.

4. **BUCKET LIST** - The bucket list is for the fun stuff! Think about where you want to travel, new things you want to experience, fun things you want to do, food you want to try, anything that comes to mind! These can be things that you want to do in the coming year or in your lifetime. Add these bucket list items to your list as well.

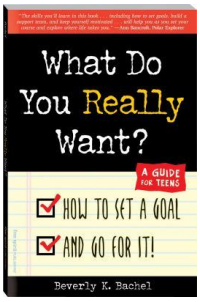
5. **FIND YOUR MATERIAL** - This is the part you've been waiting for! It's time to gather all the pictures and words for your vision board. Using the list you created as a guide, search for images in magazines, online graphics, or you can paint/draw your own images. After you have found all your images it is time to let the creative vibes flow and turn them into a collage—there is not a right or wrong way to do this. Feel free to place your images on your vision board whichever way you like. Make sure whatever you create is something you'll be happy to see every day and something that truly represents you and life you want to have.

6. **USING YOUR VISION BOARD** - Try to look at your vision board every day to remind yourself of what you're working towards, and to help you stay focused. Reflect on your dream life when you look at your vision board and imagine it as vividly as possible. Try to think positive thoughts and consider what you need to do to make those dreams into a reality. Look to your vision board when you're feeling discouraged, lost, stuck, confused, or frustrated, and pull inspiration and motivation from your vision for the future.

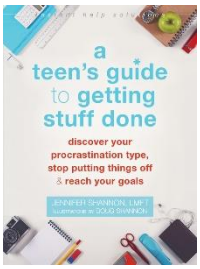
DIGITAL RESOURCES AVAILABLE THROUGH LA COUNTY LIBRARY

eBooks & Audiobooks

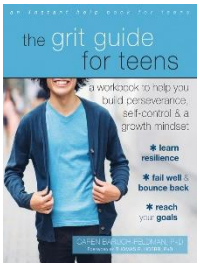
LA County Library offers numerous resources that can help you learn more about goals and goal setting. Here are just a few, all of which are available as eBooks on OverDrive and Libby:



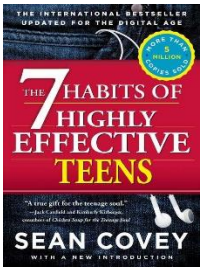
What Do You Really Want? How to Set a Goal and Go for It! A Guide for Teens **by Beverly Bachel**
A step-by-step guide that helps teens articulate their goals and put them in writing, set priorities, overcome obstacles, build a support system, use positive self-talk, celebrate successes, and more. Includes stories from teens pursuing their goals, easy-to-use tips for setting and reaching goals, and information on using technology tools to aid in goal setting.



A Teen's Guide to Getting Stuff Done: Discover Your Procrastination Type, Stop Putting Things Off & Reach Your Goals **by Jennifer Shannon**
This book will help you understand why you procrastinate, whether procrastination works for you and if not, how to improve your work habits and really get things done. By helping you uncover your own unique strengths, this book will help you achieve your goals.



The Grit Guide for Teens: A Workbook to Help You Build Perseverance, Self-Control, and a Growth Mindset **by Caren Baruch-Feldman and Thomas R. Hoerr**
As a teen, setting and reaching goals is an important part of growing up. Using the skills outlined in this book, you will develop both grit and a *growth mind-set*, a way of thinking that focuses on improvement and hard work in order to achieve any goal you set for yourself.



The 7 Habits of Highly Effective Teens: The Ultimate Teenage Success Guide **by Sean Covey**
Imagine you had a roadmap—a step-by-step guide to help you get from where you are now, to where you want to be in the future. Your goals, your dreams, your plans... they are all within reach. You just need the tools to help you get there, and this book can be just that!

Additional Library Resources

- *Universal Class*. Take an online class led by an instructor. Sign up at any time and take up to six months to complete your course. Choose from courses that teach skills like goal setting, planning, and achievement techniques. https://tinyurl.com/yabjf58p

- *Virtual Reference Library*. Discover eBooks on a variety of topics. Search for "goal setting" and you will find many sources to choose from, including "Getting Organized and Setting Goals" to "Goal-Setting Theory". https://tinyurl.com/yaapuqss