

# Goal setting & Tracking

**Semester 3 – Professional Communication Skills**

**(303193203)**

# Learning Objectives

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- Understand the significance of goal setting in personal and professional life.
- Differentiate between life, personal, and professional goals.
- Develop SMART goals and align them with personal vision.
- Apply practical strategies to monitor and achieve performance goals.
- Design action plans to overcome challenges and sustain motivation.

# Introduction-Activity-What's Your Goal?

## Instructions:

- Draw or display a **large dartboard-style target** (physically or on the board) with 3 zones:
  - Inner Circle: **Long-Term Goals**
  - Middle Circle: **Short-Term Goals**
  - Outer Circle: **Daily Tasks**
- Ask each student to take a sticky note (or card) and **write down one personal or academic goal** they have in mind.
- One by one, students come up and **place their note on the target**, where they feel their goal fits (long-term, short-term, or daily).
- After everyone places their note, pick a few at random and **discuss how such goals can be achieved**, leading into the **importance of setting and tracking goals**.

# Importance of Goal Setting

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- **Provides Direction and Motivation**

Setting clear goals gives you a path to follow and keeps you motivated to work towards something meaningful.

- **Enhances Self-Confidence**

Achieving small goals builds confidence, showing you that your efforts lead to success.

- **Helps Track Personal and Professional Development**

Goals allow you to measure your growth, identify strengths, and work on areas of improvement over time.

“Vision without action is a daydream; action without vision is a nightmare.” – Japanese Proverb

# What is Goal Setting?

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- **Defining goals means setting a personal or professional destination.**  
It gives you a clear idea of what you want to achieve.
- **Goals act like a map to guide your performance and effort.**  
They help you stay focused, organized, and purposeful in your actions.

# Why Goal Setting is Important?

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- **Clarifies Expectations**

Goals define what needs to be achieved, making priorities and outcomes clear.

- **Encourages Consistent Effort**

Having a goal keeps you focused and motivated to take regular action.

- **Allows Measurable Progress**

Goals make it easy to track how far you've come and what still needs to be done

# Types of Goals

- **Short-Term Goals**

Focus on immediate tasks and performance improvements.

**Example:** Submitting assignments on time, improving a subject grade this semester.

- **Long-Term Goals**

Aim at overall growth and future potential.

**Example:** Becoming a software engineer, securing a dream job, or pursuing higher studies.

These two types of goals work together — short-term goals build the path to achieving long-term success.

Short-Term  
Goals

Performance-  
focused and  
immediate

Long-Term  
Goals

Potential-focused  
and gradual

# SMART Goals

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SMART goals help you plan effectively by ensuring your goals are:

- Specific**

Clearly state what you want to achieve.

- Measurable**

Define how you will track your progress and success.

- Achievable**

Set realistic goals that are within your ability and resources.

- Relevant**

Ensure the goal aligns with your broader objectives and priorities.

- Time-bound**

Set a clear deadline to stay focused and motivated.



# SMART Goals

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound



# The Goal Setting Process

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- **Define Outcome Goal**

Set a clear long-term goal that you want to achieve.

- **Identify Performance Goals**

Break down the outcome into 2–3 focused short-term goals that support it.

- **Break Them into Process Goals**

List specific daily or weekly actions needed to achieve each performance goal.

- **Track and Evaluate Regularly**

Monitor your progress, make adjustments if needed, and review your performance over time.

# Tracking Your Progress

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- **Break Goals into Smaller Tasks**

Divide big goals into manageable steps to stay organized and motivated.

- **Daily/Weekly Review**

Regularly check your progress to stay on track and maintain consistency.

- **Adjustments When Needed**

Be flexible—revise your plan if something isn't working.

- **Focus on Effort, Not Just Outcome**

Concentrate on consistent actions, as results will follow with steady effort.

# Challenges in Goal Setting

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- **Unclear Expectations**  
Goals that are vague or not well-defined can cause confusion and lack of focus.
- **Fear of Failure**  
Doubts or fear of not succeeding can stop you from even starting.
- **Lack of Tracking and Feedback**  
Without regular monitoring, it's hard to measure progress or improve performance.
- **Procrastination**  
Delaying actions can prevent goals from being achieved on time.

# Activity 1 -Step Goal Planner

## Instructions:

- Students form **pairs**.
- Each student selects **one personal or academic goal** (e.g., Improve English, Get a 9 SGPA).
- Using the **3-Step Goal Planner template**, they complete:
  - **Outcome Goal**
  - **3 Performance Goals**
  - **3 Process Goals** for each performance goal
- Partners give **feedback** on each other's plans.
- **Selected pairs** present their goals to the class for discussion.  
*Focus on setting SMART goals and breaking them into clear, actionable steps.*

# Activity 2 -Goal Mapping Wall

## Instructions:

- Divide the class into **small groups** (3–4 students each).
- Provide each group with **chart paper** or space on a board.
- Each group chooses a **common goal** (e.g., "Crack campus placement", "Build a mini project", "Improve CGPA").
- They must **map the path** to this goal using:
  - **Outcome Goal** at the top
  - **Performance Goals** in the middle
  - **Process Goals** as branches or steps underneath
- Encourage the use of **symbols, arrows, and color coding** to visualize steps clearly.
- Groups **present their goal map** to the class.

# Conclusion

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## Recap of key points:

Goal setting is a skill that brings clarity, direction, and confidence.

- SMART goals help make dreams achievable.
- Tracking keeps motivation alive and helps evaluate progress..

# Learning Outcomes

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By the end of this two-hour session, students will be able to:

- Define and classify short-term and long-term goals.
- Use SMART criteria to write effective goals.
- Break down complex goals into actionable steps.
- Monitor and adjust progress using tracking tools.
- Apply strategies to overcome setbacks and stay committed.



Thank You