

GITAM University

Learning and Development Department

EMOTIONAL INTELLIGENCE AND REASONING SKILLS

CLAD 1001

SELF LEARNING MATERIAL

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Unit VII: Goal Setting

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1.0. Objectives

After reading this unit, you should be able to:

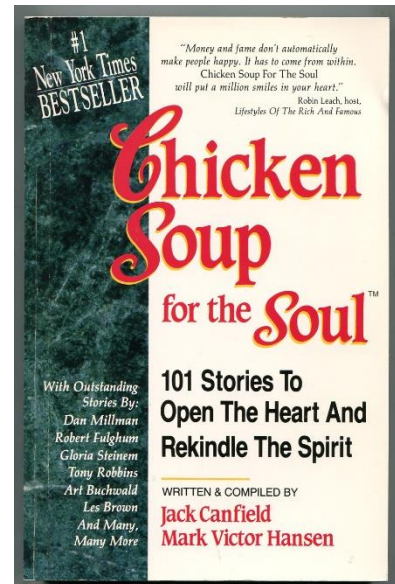
- Define what goal setting is.
- Identify the need for goal setting.
- Explain the concept of SMART goal.
- Integrate Micro and Macro goals into goal setting.

1.1 Chicken Soup for the Soul

Considered as one of the bestselling novel series with more than a million copies sold around the world, did you know that the authors went through obstacles at first before becoming successful?

Motivational speakers Jack Canfield and Mark Hansen first met in the 80s and quickly became good friends. During their experience and conversations with their audience, they came up with an idea to compile 101 inspirational stories they've heard from the past years and create a book about them.

*Their main goal was to make their readers feel comforted and soothed while reading their book that's why they came up with the title "Chicken Soup for the Soul". It took them three years to draft the book and once their manuscript was done, many publishers showed their doubt and were unenthusiastic about it. **144 publishers rejected their manuscript**, but despite their failure, their commitment and passion to accomplish their goal didn't waver.*



By 1992, when hope seemed lost, Canfield and Hansen's work was noticed by a small publisher, Health Communications. Never in their wildest dreams that their effort was finally well-received.

Many people enjoyed and related to their first book. Readers kept asking for more that's why it has become the series it is known for today. As of 2020, there are more than 250 titles in the series.

Setting goals is a process that, in most cases, precedes the execution of a specific task. Achieving goals requires not only for you to work hard but to also possess the right mindset during the entire process.

Many accomplished people like Jack and Mark possess the same attitude towards their work – and it always starts first with setting goals.

1.1.1 So, what is this Goal setting?

Goal setting involves the development of an action plan designed in order to motivate and guide a person or group toward a goal.

1.1.2 Why Goal Setting?

Imagine you go on a trek into a forest with your friends. And as you just stayed back on one spot for your Instagram photoshoot, your friends being fed up with you leave you behind. So, now you are in the middle of a forest with no company. For you to reach your friends or find your way out of the jungle you ask your friends to share their location and you use the map to reach your friends. When the location was shared with you, it gave you a sense of direction, didn't it?

Similarly, when you
you wouldn't know
is quite natural.
you a

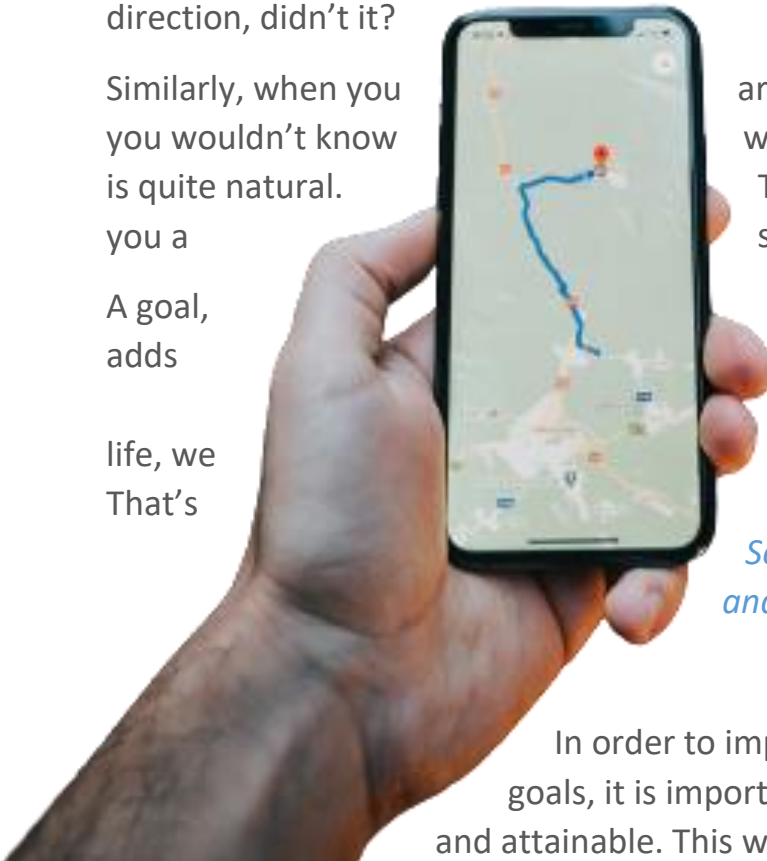
A goal,
adds

life, we
That's

are out in this open world sometimes
where to go, or what to do and that
That is when you need a goal to give
sense of direction.

apart from giving you a direction,
purpose to your days.

Remember we don't add days to
add life to each and every day.
ultimately the purpose of *Goal
Setting; to give your days a direction
and purpose.*



In order to improve your ability to achieve your goals, it is important to start with something simple and attainable. This will not only allow you to track your progress but also measure your comfort level in terms of how challenging the goal is.

To help you focus, improve performance, and not lose track of your set goals, here are some things that can help you reach them.

1.1.3 GOAL SETTING PROCESS:

Goal setting is not only about choosing the rewards you want to enjoy, but also the costs you are willing to pay.

How do successful people achieve their goals?

Because their goals are SMART.

So, what is a SMART goal? It is

Specific

Measurable

Achievable

Realistic

Timely.



Let us get to understand each and every term specifically.

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S **PECIFIC**
Plan effectively with specific targets in mind. 


What do you want to **accomplish** ?

 WHO?
HOW?
WHAT?
WHEN?
WHERE?
WHY?




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M **EASURABLE**
Track your progress and reevaluate along the way. 

How do I measure the **achievement** ?

How When What





A

CHIEVABLE

Set realistic goals that are challenging but achievable.



Is it *possible* to achieve the target?



R



EALISTIC



Ensure the goal serves a relevant purpose.





Is the goal *reachable*, given the time and resources?







 **IME**
Specify a deadline,
monitor progress
and reevaluate. 

*When do I want to
complete the target?*



1.1.4 Goal Setting example:


Now, we have understood what SMART goals, let us consider the following example:



Example: Weight loss

The wrong way:

I want to lose some weight because a girl I like is attracted to fit guys. I don't have scales at home, so I'll just track my progress in the mirror. My plan is to eat as little and exercise as often as I can; I want to get this done ASAP.



Where he went wrong:

- Without a specific goal, he's got nothing to hold him accountable.
- Without a clear way to track progress, he has nothing to incrementally motivate.
- By starting a crash diet and over-exercising, his immunity will drop and he'll succumb to sickness or exhaustion. This lull will likely encourage him to give up.

- Losing weight to attract one specific girl means his motivation is predicated on her attraction. If, during his pursuit, she gets a boyfriend, his purpose to continue is lost.
- Without a specific end-date, there's nothing to retain structure and apply necessary pressure throughout the process.



The right way:

S: I want to lose 5 kilograms (*11 pounds*).

M: I'll weigh myself once a week, before Breakfast on a Monday.

A: I want to lose an average of 1 kilogram (*2.2 pounds*) per week. I'll do this by eating cleaner and exercising 4 times a week.

R: I'm doing it to feel and look better. Oh, and attracting more girls would be a nice bonus.

T: Based on the numbers provided; I aim to complete this goal in 5 weeks.



Where he went right:

- By setting a specific goal, he's got something holding him accountable throughout the process.

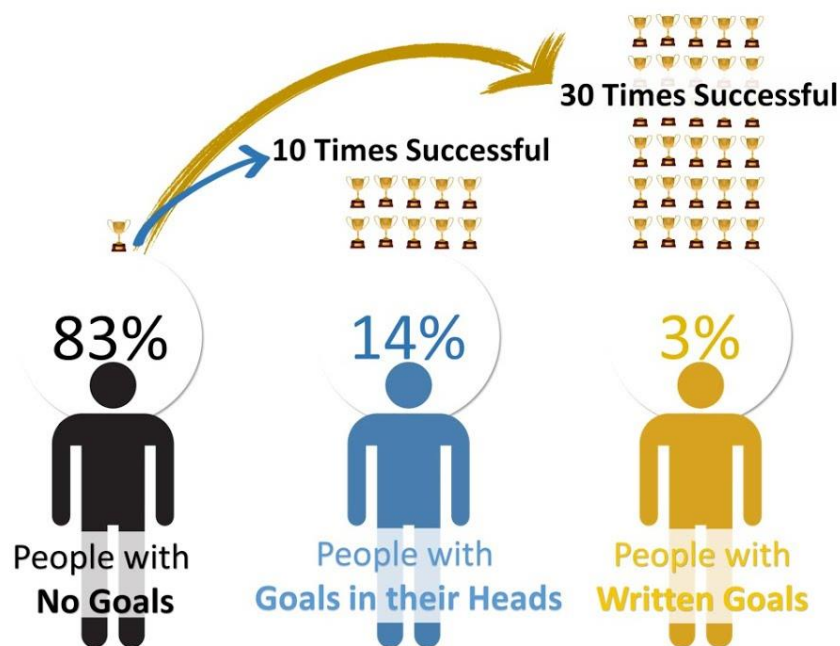
- By weighing himself at the same time each week, he can accurately gauge his progress.

- His desire is based on a personal want to be better, thus, his motivation isn't reliant on his success rate with women.

- He doesn't have to over-exert himself to lose 5 kilograms in 5 weeks. This means he'll remain healthy and retain the energy needed to stay the course.

REMEMBER:

When you think of your goal, it is an idea. When you write your goal, it becomes an action plan. So, write down your goal.



1.2 ACTIVITY

Now it is time for you to make your goal SMART.



Remember, your goals aren't only for your career. There are different goals that you can have. Use the following mind map, and write down your goals.



1.3 SUMMARY:

- Goal setting involves the development of an action plan designed in order to motivate and guide a person or group toward a goal.
- Goal setting is not only about choosing the rewards you want to enjoy, but also the costs you are willing to pay.
- the purpose of Goal Setting; to give your days a direction and purpose.
- SMART goal stands for: Specific, Measurable, Achievable, Realistic, Timely.
- When you think of your goal, it is an idea. When you write your goal, it becomes an action plan. So, write down your goal.
- If you want to succeed on your goal, don't focus on your goal.

1.4 GLOSSARY:

- The term *draft* refers to a preliminary version of a piece of writing.
- The term *manuscript* refers to a book, document, or piece of music written by hand rather than typed or printed.
- The term *passion* refers to strong and barely controllable emotion.
- The term *execution* refers to the carrying out of a plan, order, or course of action.
- The term *accomplish* refers to achieve or complete successfully.
- The term *accountable* refers to being responsible.
- The term *incrementally* refers to regular increases, additions.

1.5 SUGGESTED READINGS:

1.5.1 Courtesy:

- [What is Goal Setting and How to Do it Well \(positivepsychology.com\)](https://www.positivepsychology.com)
- [Life advice for men \(@men.with.manners\) • Instagram photos and videos](#)
- [Google Images](#)
- [YouTube](#)
- [Download Free Pictures & Images \[HD\] | Unsplash](#)

1.5.2 Reference:

- Your Best Year Ever: A 5-Step Plan for Achieving Your Most Important Goals, Baker Books, a division of Baker Publishing Group, 2018.
- The Desire Map: A Guide to Creating Goals with Soul, Sounds True, 2014.

1.5.3 Video Links:

- [Personal Goal Setting - YouTube](#)
- [If you want to achieve your goals, don't focus on them: Reggie Rivers at TEDxCrestmoorParkED - YouTube](#)