GOAL SETTING
A GUIDE FOR THE FACULTY MENTORING PROGRAM

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WHAT IS A GOAL ANYWAY?

According to Merriam-Webster a goal is: the end toward which effort is directed. Goals are dreams and wants except a goal is more specific.
THE PURPOSE OF GOALS

The purpose of goals is to give you something that you want to enhance your life in some way, so the most important thing you need to know about goals is that you ought to have some.

In an academic medical faculty position, these goals should address key aspects of your career and life: Scholarship, Service, Teaching, and Personal.
TYPES OF GOALS

Long Term Goals:
  10-year, 5-year and 1-year goals

Short Term Goals:
  goals for the next 9 months, 6 months and 3 months

Immediate Goals:
  1-30 days from now
HOW TO SET GOALS

Learning how to set goals is as important as knowing what the goal should contain. Get in the right F.R.A.M.E. of mind to set your goals.
F.R.A.M.E

Fantasize - Dream your wildest dreams and make sure that your goals match your values. Ask yourself: “What do I want to be doing in 1 year?” 5 years? “What kind of person do I want to be?”

Reality - Fantasies can become reality, depending on how hard you are willing to work for them.

Aim - Define your goal(s) by striking a balance between Fantasy and Reality; set a high but realistic goal.

Method – Be truthful to yourself by narrowing your choices or goals to the ones you really intend to accomplish. Don’t be afraid to ask for help.

Evaluation - Process the results, but don’t make it the last step; evaluation should be on going.
Goal setting works!!!!!!

Have you ever sat down on a Sunday evening in front of a pile work and asked yourself "What happened to the weekend?"

When done properly, goal setting helps you do those day to day activities that you know you should do to be successful but don't always get done.

More generally, goal setting helps you to identify what you want to accomplish and find a way to do it.
Before you begin your goal setting process it is important to know what qualities your goals should embody. Effective goals have three important qualities. They are realistic, measurable, and reviewed.
SPECIFIC

The Goal should be SPECIFIC enough so that you know exactly for what you are striving. Clearly defined goals give you direction.
MEASURABLE

A goal must be MEASURABLE. It should have concrete facts. You should be able to answer very specifically, when and how you will know you attained your goal.
ATTAINABLE

ATTAINABLE: Make sure your goal is realistic and challenging. If it is too easy, you won't get the satisfaction from achieving it. If it is too unrealistic it will wrongfully decrease your confidence and discourage you.
A goal must be RELEVANT. Align your goal with what you want most in your future. If they are scattered or not that important to you it decreases your motivation.
TIME BOUND AND TANGIBLE

Give yourself a deadline! This increases your motivation and the sense of urgency. Having tangible goals allows you to know when you have achieved the goal.
ALSO... DON’T FORGET...
GOALS MUST ALSO BE...
Finally, a goal must be REVIEWED.

Share your goals with friends, family members and mentors who care about your success. Pick one of these persons who will hold you accountable in addition to yourself. In the meantime, remind yourself regularly of the goals you have set for yourself.

You can write your goals in your calendar, on a mirror, or a desk—wherever you will see them often. Check your progress regularly. See the attached form to help stay on track.

Ask your friend, family member or mentor to check on your progress. They might even offer you some additional incentive for accomplishing your goal!
STEPS TOWARD SETTING EFFECTIVE GOALS

"THE ESTABLISHMENT OF A CLEAR AND CENTRAL PURPOSE OR GOAL IN LIFE IS THE STARTING POINT OF ALL SUCCESS." – BRIAN TRACY
1. SET GOALS

Setting goals is a means of identifying and plotting how you are going to achieve your aims in life. By writing down your goals you are committing yourself to accomplishing them; therefore, make sure that your goals are important to YOU!!!!!! What do you want to accomplish?

State the goals being positive, present tense and personal.

For Example: I will be an Associate Professor by July, 2017.

Or

My manuscript will be published in a peer reviewed journal by June, 2014.
2. IDENTIFY POSSIBLE STRATEGIES OR OBJECTIVES TO REACH EACH GOAL.

Make a list of what you feel are the best and most effective ways of reaching the goals you have already identified.

Don’t bundle these. Under each goal break them into pieces and list steps to achievement. Brain storm: Thank of multiple options. Then select the best strategies.
3. OUTLINE SPECIFIC PLANS TO ACCOMPLISH EACH STRATEGY.

Once you have narrowed down your strategy list, you can begin to make very detailed and specific plans to accomplish each strategy and ultimately reach your goal.
Motivation and commitment are what make us strive to achieve. They give us the push, desire, and resolve to complete all of the other steps in the Goal process.

This motivation can be obtained by developing a personal statement that creates a high level of emotion and energy that guarantees achievement.

Utilize your friends, colleagues, and mentor to help maintain your motivation.
COMMITMENT

Commitment creates more accountability and is what sets us on a direct course to reach our goals. It may create costly negative consequences upon failure to attain a goal.

Motivation and commitment are specific to your situation and life and only you can form statements that will ensure you reach your goal the quickest.

The more personal you make your motivation and commitment statements for each goal, the more motivated you will be to accomplish your goal.
BE FLEXIBLE

Be ready to re-adjust your goals and not give up on them. If they are too easy, they won't be worthwhile, and if they are too tough, and you will start thinking that the idea of goal setting is worthless. Remember, small victories lead to big successes.
WHY GOALS FAIL

The goal was not written down.
Rewards for achieving the goals were not given.
The goal was unrealistic or not specific enough.
The goal is not really believable or little commitment exists.
Keep changing or switching goals
The person who set the goal has not told anyone else for added accountability, help and support.
The goal was not incorporated into a realistic plan that includes measurements, timelines and resources.
READY SET GOAL!

Now that you have reviewed this information.
Schedule a time with yourself to think and start the process of setting your goals.
Once you have begun this journey, plan a time to meet with your mentor to discuss, fine tune, and commit.
Be sure to set monthly goals not just long-term goals. Each month review your prior goals. What got done? What didn’t? What obstacles did you have? What steps really worked?
Decide how to overcome obstacles. Celebrate your successes.
Set your next month goals.
This is a good time to look at your long-term goals too. Are you making progress reaching these? The steps you outlined to achieve the long-term goals can become shorter term goals as you progress toward the bigger ones.
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