

# SETTING GOALS TO STAY FOCUSED!

DIVIDE  
AND  
CONQUER!

- Smaller steps make goals realistic and give a clear plan to achieve them.
- **WORK BACKWARDS!**
  - Example - Making a presentation
  - **STEP 4:** Write your research on the slides
  - **STEP 3:** Research subtopics + make a slideshow
  - **STEP 2:** Know your subtopics
  - **STEP 1:** Research the overall topic



THE  
SMART  
METHOD!

- **S**: Be SPECIFIC with goals and steps. Use precise wording and avoid ambiguity.
- **M**: MEASURE progress by including numbers in your goal.
- **A**: Set ATTAINABLE goals! IE: You can't read 100 pages one night, but you can do so over a week.
- **R**: Ensure that your goals are RELEVANT to your long term plans!
- **T**: Make goals TIME-BOUND with deadlines to not procrastinate! Instead of "I want to run 5 miles," say "I want to run 5 miles by the end of this week."

REMEMBER,  
IT'S OK TO  
CHANGE YOUR  
GOALS!



# STAYING FOCUSED ON YOUR GOALS!



## TRACK YOUR GOALS!



- ★ **Break it down:** Split big goals into smaller tasks to make progress feel more achievable.
- ★ **Use visuals:** Track progress with a checklist, calendar, or chart to stay motivated.

- ★ **Review regularly:** Track progress weekly and adjust as needed.
- ★ **Celebrate milestones:** Reward yourself for reaching small goals to keep momentum going.



## STAY MOTIVATED!



- ★ **Set meaningful goals:** Choose goals that matter to you to stay committed.
- ★ **Stay accountable:** Share your goals with someone to help keep you on track.
- ★ **Reward yourself:** Celebrate your achievements to stay motivated.
- ★ **Visualize success:** Picture the feeling of accomplishment to push through challenges.

