



Name

# Establishing and achieving my goals

Without prioritising or trying to establish any order, take 5 minutes to write below a list of as many goals as you can. Consider goals under the headings academic, finance, career and personal.

Academic Goals		Finance Goals		Career Goals		Personal Goals	

Now select from the drop down menu on the right hand side of each of the goals above whether you intend to achieve them within the next 1, 3, 5 or 10 months or years. Add up the total number of 1, 3, 5 and 10 month/year goals and think about the balance between your short and long term goals. You may consider breaking longer term goals down into their shorter term milestones. Finally, in the boxes below, write down the three goals that you consider to be most important.

Read the words below and consider if any of them describe you and/or the qualities that you will need to have to achieve your goals.

**confident**      **interested**      **satisfied**      **pleased**      **accepting**      **fascinated**      **content**  
**optimistic**      **happy**      **fortunate**      **passionate**      **honest**      **reassured**  
**comfortable**      **absorbed**      **curious**      **hard-working**      **great**      **hopeful**      **good**  
**determined**      **focused**      **successful**      **ethical**      **empowered**

Now choose 3 relevant words (you can mix words from above with your own words) and write them below.

The first word which describes the qualities I will need to achieve my goals is

The second word that describes the qualities I will need to achieve my goals is

The third word that describes the qualities I will need to achieve my goals is

### **Barriers to achieving your goals**

Give some thought to what might get in the way of you achieving your goals. Are there any skills that you need to develop that would help you? If so, how will you go about developing these skills? Should you add this development to your goals? Are there any habits that you know you have that could get in the way of your future success? What could you do to break any habit that is not helping you?

## Helping to increase motivation

Motivation is a key to success. There are many motivational speakers and resources that you can access online. Some people find certain stories or poems to be motivational, especially when they focus on overcoming problems or issues. Open up your internet browser and search for 'motivational quotations'. Find two quotations that you feel are particularly relevant and that could inspire you to achieve your goals. Write them in the boxes below. Remember to use quotation marks and always note the author of the quotation since it is good academic practice to reference the original source.

### Inspirational quotation 1

Written by

### Inspirational quotation 2

Written by

## Creating your own affirmations

An affirmation is a positive statement that describes a desired situation. Some people use affirmations and repeat them daily to help them stay focussed on their goals. An affirmation must be positive and it should encourage you to focus on what you want. Below you will find some sample affirmations.

- I am the designer of my life.
- I am full of energy.
- My body is healthy.
- My mind is brilliant.
- I am defeating negative thoughts.
- I have endless talent.
- I peacefully detach from those who have harmed me.
- I possess the qualities needed to be successful.
- Happiness is a choice.
- I base my happiness on my own accomplishments.
- My ability to conquer my challenges is limitless.
- My path is towards greatness.
- My potential to succeed is infinite.
- I am courageous and I stand up for myself.
- My life is full of prosperity.
- I have an incredible family and wonderful friends.
- I acknowledge my own self-worth.
- My confidence is soaring.
- I am strong.
- I am tenacious.
- I radiate beauty.
- I am defeating my illness steadily each day.
- My obstacles are moving out of my way.

Choose 2 of the above affirmations or type your own into the boxes below.

My first affirmation is

My second affirmation is

Go to the final page of this workbook and see the vision board that you have now created. A vision board is a visual way of capturing your goals and helping you to plan how to achieve them. The vision board can be thought of as a dynamic poster that is constantly being updated and developed. You now have a simple version which you can further develop by adding more content.

This is the vision board of



Empty rounded rectangular box.

My Important Goals

Large rectangular area with a light gray dotted pattern, intended for writing goals.

Empty rounded rectangular box.



Empty rounded rectangular box.