

**Setting goals**

Setting goals is a good way to firstly have a clear idea of what you want to get out of your postgraduate study and secondly to keep track of progress and record achievements during your studies. There is a worked example below to get you started and a blank template you can copy to record your own goals.

**Example**

|  |
| --- |
| Development Goal: What is it you want to achieve? |
| Improve academic writing as I'm unfamiliar with the UK academic system or what is expected of writing at a postgraduate level |
| Who and what can help you to achieve your goals? |
| Do a course on academic writing, through Institute of Academic Development or my School  Tutors and lecturers who will provide feedback on my work  Discussion with peers, within tutorial or self-formed study group, on how to approach and structure piece of written work. Possibly seek specific peer feedback on early work.  As English is not my first language look at resources on the University website |
| What could hinder your progress and what strategies can you use to prevent this? |
| Finding the time to do a course on academic writing.   * Plan to do this early in your programme before deadlines for submitting work build up. * Find out what material is available online that you can access at any time   How best to use feedback?   * Make an appointment to meet with your tutor or lecturer to discuss feedback or call in during their office hours * Look at materials on the **Supporting Taught Postgraduates** website on using feedback   How to discuss structuring written work?   * Set up a small study group for support with this |
| When do you want to achieve your goal by? |
| Start seeing improvement once have received and acted on feedback on early work  Ongoing improvement through my programme of study |
| How will you know you’re making progress towards or have achieved your goal? |
| Increased confidence when starting a new piece of work  Feedback on assessed work will be more positive than in earlier work handed in  Marks awarded for work will reflect improvement? |

You can use the table on the following page as a template to help you to set your own goals for your postgraduate study.

**Setting your own goals**

You can use the table below to set your own development goals. You can set as many as you want by copying the table.

|  |
| --- |
| Development Goal: What is it you want to achieve? |
|  |
| Who and what can help you to achieve your goals? |
|  |
| What could hinder your progress and what strategies can you use to prevent this? |
|  |
| When do you want to achieve your goal by? |
|  |
| How will you know you’re making progress towards or have achieved your goal? |
|  |