M.Y.M.
Personal Development Plan: 3 Skills to Make Your Mark

Skill #3: Setting & Achieving Goals

Cornell CALS
College of Agriculture and Life Sciences
How Will You Make Your Mark?

M.Y.M. Personal Development plans are designed to supplement the M.Y.M. Skills Assessment tool. Each plan will help you think about...YOU! You as a results oriented person. You as an achiever. You as a person unlike any other.

Use the following creative exercises to prompt insights about your qualities, talents, perspective and opportunities for growth.* What are some goals you have already set and achieved? How did you do this? What are varying techniques you can use so you can tailor your approach depending on your desired outcome? Find out how with this Personal Development Plan for Setting and Achieving Goals.

“If you want to be happy, set a goal that commands your thoughts, liberates your energy and inspires your hopes.”
-Andrew Carnegie

Checklist for Setting & Achieving Goals

Did you know that goals which are written down and shared regularly with others are 33% more likely to be achieved?* This guidebook will help you learn how various techniques can help you more effectively set and achieve goals.

“A goal properly set is halfway reached” – Zig Ziglar

Use the checklist below to identify behaviors that represent your strengths in the area of setting and achieving goals, and also those areas that represent your weaknesses.

I have the ability to...

☐ Prioritize responsibilities and manage my time effectively
☐ Focus and concentrate on the task at hand
☐ Develop goals and translate them into action plans
☐ Anticipate and work around roadblocks
☐ Create a timeline, set milestones, and hold myself and others accountable
☐ Think independently and come to informed decisions

I understand the importance of...

☐ Setting realistic deadlines and milestones
☐ Managing my own expectations and those of others
☐ Monitoring progress and adapting plans in the face of changing circumstances and obstacles
☐ Moving forward with completing a task or solving a problem, even when it is difficult
☐ Making progress even when goals are not clear

*Research conducted by Dr. Gail Matthews, Dominican University
Exercise #1: Smart Goals

Setting SMART goals is a process in which you use the 5 Goal setting targets represented by the SMART acronym. Are your goals: Specific, Measurable, Attainable, Relevant, and Time Based? (Read this SMART Goals article for more insights)

Using the SMART Goal model identify 3 goals you want to achieve this semester. Share these goals with someone and check in with them weekly.

1.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Steps to Achieve:  _______________________________________________________________
Potential Obstacles:  _____________________________________________________________

2.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Steps to Achieve:  _______________________________________________________________
Potential Obstacles:  _____________________________________________________________

3.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Steps to Achieve:  _______________________________________________________________
Potential Obstacles:  _____________________________________________________________

Date of Follow Up:  ____________________________

Did you meet your goals?  Why/Why not?  ________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
Exercise #2: Goal Mantra

Choose one of your goals and create a 3-10 word mantra that summarizes the essence of the goal and will energize and motivate you and write it below. It should influence your behavior and attitude in a positive way and propel you into action.

Examples: Go For It! • Don’t Wish for It, Work for It • Say “Yes” to New Adventures!

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Post this mantra some place you will see it regularly, such as your phone screen, your computer wallpaper, or on your study-space wall.
Exercise #3: Goal Setting Timeline

One technique you can use to achieve your goals is to start with smaller short term goals and build towards larger long term goals. Using the form below start with the first box and the bottom box. Then fill in the middle.

What am I doing now?
1.
2.
3.

What do I want to do 1 month from now?
1.
2.
3.

What do I want to do 6 months from now?
1.
2.
3.

What do I want to do 1 year from now?
1.
2.
3.

What do I want to do 5 years from now?
1.
2.
3.

What are my long term goals?
1.
2.
3.

What are my dream goals?
1.
2.
3.

Adapted from www.effective-time-management-strategies.com
Exercise #4: Dare to Dream
What dreams do you want to be a reality? Sometimes to achieve our dreams we need to change our behaviors. Use the picture below to create a visual roadmap to lead you towards the needed changes to achieve your dreams.

- Draw compelling pictures which depict your “Current Reality” and then pictures of “Your Dream”.
- In each of the arrows, add 3 action steps you will take to make your dream come true.

Samples. Don’t worry about your ability to draw! Just have fun!

Answer these reflection questions once you have completed your picture.

How will you accomplish your 3 action steps? ____________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

What are some possible roadblocks and how will you work around them? ____________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
Exercise #5: Telling Your Story

In a job interview it’s a given that employers are going to ask about your ability to set and achieve goals and expect you to convince them you are right for the position. Review the sample in the table below. Then follow this STAIR model to tell your story succinctly and convincingly complete the outline at the bottom of the page. (Adapted from the more popularly known STAR model.) It’s important to identify your specific role in the situation. **Tip:** Be sure to use “I” not “we” in the telling.

<table>
<thead>
<tr>
<th>STAIR Approach</th>
<th>Sample Interview Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Situation</strong></td>
<td>Example: I recently started working at the student newspaper, <em>The Cornell Daily Sun</em>, in the advertising department. To get myself acclimated and up-to-speed I performed a review of our advertising numbers and noticed that the revenue has been steadily declining over the last two years.</td>
</tr>
<tr>
<td><strong>Task</strong></td>
<td>Example: I set a goal to increase the revenue by 10% in the next six months through the development of new marketing and incentive plans.</td>
</tr>
<tr>
<td><strong>Action &amp; Insight</strong></td>
<td>Example: I created a new digital marketing packet. This packet included a side-by-side comparison rate sheet to emphasize the significantly higher circulation rate of our paper versus our competitors. I knew this would be helpful information for the potential client and anticipated the additional research they may want to do before making a decision. I also performed informational interviews with faculty in our business and communication departments to glean advice and learn more about competitive selling and marketing strategies. I recognized that they would have perspectives I might not be thinking about and knew their expertise would be extremely helpful.</td>
</tr>
<tr>
<td><strong>Result</strong></td>
<td>Example: Our team procured 8 new advertising contracts resulting in a 12% increase in revenue; exceeding the original goal. I learned a great deal about the need to have clear communications and develop trust with your potential clients to be effective. I attribute my success in being persistent, demonstrating strong interpersonal skills and the ability to collect and synthesize data to identify viable solutions.</td>
</tr>
</tbody>
</table>

**My Story:**

**S:** _______________________________________________________________________
___________________________________________________________________________
**T:** _______________________________________________________________________
___________________________________________________________________________
**A/I:** _____________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
**R:** _______________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
Exercise #6: Taking Action

Every Cornell experience brings with it the opportunity to meet people who inspire you, support you in your achievements, and will help you handcraft your future. Who are the people, resources and experiences that will influence your success? Start thinking now!

Identify 3 resources to help you learn more about techniques and the process of setting and achieving goals. Fill in your responses below.

Resources
1.
2.
3.

Why did you choose these?

Deadlines for completing?

Determine 3 experiences you can pursue to hone these skills. Write in your responses below.

Experiences
1.
2.
3.

Why did you choose these?

Deadlines for pursuing?

Name 3 people who can help support you in meeting your goals. Document your responses below.

Contact Names
1.
2.
3.

Why did you choose these?

Deadlines for engaging?
Congratulations!

You have completed your Personal Development Plan for Setting & Achieving Goals. Now take a few minutes to reflect on what you have learned or to jot down any remaining questions while they are fresh in your mind.

Reflections:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Questions:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Want more? Coaching Conversations!

Make an appointment with your advisor to hear their perspective on setting and achieving goals. Or check out Cuelinks (cuelinks.cornell.edu) to make an appointment with an alum. These “coaching conversations” are a great way to learn how others connected their goals to the resources and people of Cornell.

Here. There. And Everywhere.

Your future comes down to two things: the stuff you should do to meet your personal goals and the stuff you want to do because it sounds great. CALS Student Services can support you on both of those paths. Course selection, academic support, extra-curricular activities, study away programs, career search prep and more!

Come see us to discuss your career and academic plans, and help you figure out your future, your way. Make an appointment using our online scheduling tool.