

Goal setting

Dear employment seeker

I have had a large number of phone calls from people looking for a job this week but they do not really know how to go about focusing their job search or work towards a career goal. As a result I have put this brief document together for work seekers because setting goals is really important if you want to succeed in getting employment.

There are 5 golden rules for goal setting. They are:

1. Goals must motivate you
2. Set SMART Goals:
 - S** - Specific (or Significant).
 - M** - Measurable (or Meaningful).
 - A** - Attainable (or Action-Oriented).
 - R** - Relevant (or Rewarding).
 - T** - Time-bound (or Trackable).For example I will be an employed electrical engineer by December 2022
3. Set Goals in Writing
4. Set positive goals
5. Stick With It!

Long term, medium term and short term goals

Long term goals

These are broad goals that will take some time to achieve, like finishing a training course or starting your own business. Your long-term goals are the foundation for goal setting as they define where you want to be in the future. Long-term goals should be obtainable within a set number of years. They are the most meaningful and important goals, which is why they take so much time to achieve.

Medium term goals

These act as large stepping-stones to help you achieve your long term goals. Medium term goals should also have specific time frames in mind. These will keep you moving forward, ensuring that you're always working toward your long-term goals and aspirations.

Short-term goals

These are goals that you can achieve more readily. These goals guide you toward your ultimate goal. Short-term goals can be anything you want them to be, but they should be enabling goals. This means that they should be small, but definite, steps toward your desired end result. Short-term goals are those that usually deal with current activities, which we can apply on a daily basis. Such goals can be achieved in a week or less, or two weeks, or possibly months. It should be remembered that just as a building is no stronger than its foundation, our long-term goals cannot amount to very much without the achievement of solid short-term goals.

Regards

Archie