

**HRIC
HELPFUL
HINTS**

**CAREER/
LIFE GOALS**

When we speak of goals regardless whether they are life goals or career goals the mechanism remains the same. Goal setting is the process of reflecting on what you want in that area of your life; articulating those wants in a specific, concise and measurable manner and putting an action plan to help you in achieving them in the timeline identified for it. Goals are always tied to the vision that we put for ourselves. Simply speaking we decide on a destination and then the goals become the milestones or pitstops to reaching our vision. The action plan then becomes your roadmap to each pitstop/milestone towards your final destination.

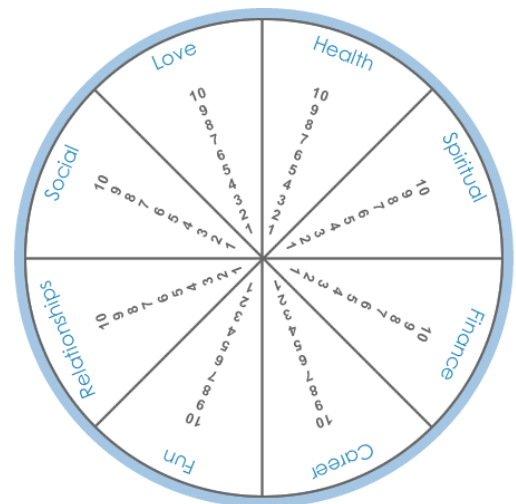
Why is setting goals so important in the first place? Why can we not just decide what we want to do and do it? The answer is simply because life is a journey and when you are on a journey to get the best of your journey planning where you want to be and how you plan to get there gives you that. Are there people that do not set goals? Absolutely and they make a life for themselves either way. Goal setting is for those that want to reach their full potential, achieve and succeed.

Tips on creating career/life goals

- Make sure your goals are aligned with your personal values. Otherwise the chances that you will achieve them diminishes.
- Write all your goals down and in one place.
- Make all your goals SMART. How will you know if you achieved your goals are generic. When setting a goal ask yourself if it is Specific, Measurable, Achievable, Relevant and Timely.
- Make sure your goals are divided into long-term (over 12 months), medium-term (over 3 months and under 12 months) and short-term goals (under 3 months).
- Keep your goals where you can see them. Out of sight is out of mind
- Identify potential risks and obstacles that could stand in

the way of your goal achievements. This is not to stop you from making goals but to prepare you better in case you come across obstacles and risks you are prepared and you will not lose momentum

- Stay focused on the destination but be flexible with the method. Many of us start to see the road map to be the essence of goal setting. You can change your mind and make different choices allow yourself that margin to make these changes. You are the main force in your life not your goals.
- Create an accountability buddy system. Advertise what you plan to achieve to those that are beneficial in your life and can help you achieve your goals and work on being accountable to them on the progress of your goals.
- Make sure your goals not extremely challenging that they feel impossible to achieve and the opposite is true. Your goals need to have an element of challenge. Reward yourself for every goal achieved. Some people will reward themselves for every milestone that they reach towards their goal. Either way create a pleasure response to achieving your goals



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