

## Setting Your Aims Exercise

Use a blank piece of paper, list out your aims in each area. Start every one with positive, "I WILL . . ." statements. Be as specific as you can and list out a timeframe for the completion of it.

Here are some **thought starters** in each aim unit: (X= Insert what you want there.)

### 1. Personal Growth (Knowledge):

- I will take a course at a college/university/community college . . .
- I will take a typing or computer class . . .
- I will read books about (a particular area of interest) . . .
- I will obtain a certain accreditation for my work . . .
- I will learn a foreign language . . .

### 4. Career (Work Environment):

- I will accomplish X this year . . .
- I will learn more about X this year . . .
- I will handle my stress and not show it at work . . .
- I will be a fair boss . . .
- I will say only positive things at work . . .
- I will stay out of gossip rings/stay away from negative people . . .
- I will show up early . . .
- I will bite my tongue when I want to make a sharp reply . . .
- I will find a new job I will be happy with . . .
- I will start a new business . . .
- I will get a second job . . .

### DON'T FORGET TO:

**Set a deadline for achieving each of your goals:** A time frame for completing your aim give you an absolute beginning and end to the aim. Even if you don't hit it by the time you set you can modify the aim and extend the time. By not setting a time frame you will most likely keep putting it off.

**Set your goals high, but be realistic:** If you write an aim down that is too unrealistic then you will not work towards it. For example: "I will run for president in the next election." This is a good aim! However, unless you are a prominent government official it might be a little far fetched to accomplish. A great aim might be: "I will run for my local city Council for the next election, then run for State Senator in two years and then in eight years I will run for President." This aim gives a clear short, intermediate and long term

plan with a time frame. Your aim for President may be high but you are also shooting for the steps in-between.

**Set stretch goals / aims:** A stretch goal is one that stretches past the realm of current possibility. Here is an example of a goal: “I will find a Literary Agent and a publisher for my 387 page Fantasy Fiction by the end of June this year.” Here is a stretch goal: “I will attract the sight of a major motion picture company and get a 3.5 million dollar movie contract by August this year.” The first goal is a possibility. The second goal stretches the imagination—might be possible if the first happens and the book is outstanding.

**Keep them in front of you and look at them daily:** Look at your goals daily—out of sight out of mind! Keep them in ‘Top of mind awareness’ so that your consciousness is consistently striving towards those goals. It keeps you motivated. When you are working towards your goals it is uncanny how things just pop up. You might meet that contact you needed to get that job, or bump into someone who knows that agent that is looking for a good fantasy novel. If all you do is wish to win the lottery but never buy a ticket—how do you expect to win?

**Cross it out when you accomplish it:** Track the goals you accomplish. Cross them off your list as you hit them. You will be surprised at the end of the year how many of them you will have crossed off. I have been doing this for over twelve years and every time I am amazed at how many goals I have crossed off at the end of the year.

**Reward yourself when you achieve a goal:** Give yourself some praise when you hit a goal. For the small goals I give myself a bottle of wine. The larger goals I give myself a music CD or a DVD. Reward yourself for doing a good job. It keeps the motivation going to hit the other goals.

**Set new goals:** Things change. If you have new motivations, dreams, desires, hopes and wishes write down new goals. The New Year is not the only time to set goals.

## Values Checklist

Work related values are a part of setting job search aims /goals. Decide what working conditions are important to you.

**Instructions:**

- Check the box next to those conditions that you would like in a job. Add additional values on the blank lines.
- Draw a line through those conditions that you would not like in a job.

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----- Independence	----- Retirement Benefits	----- Size of Employer
----- Competence	----- Health Benefits	----- Diversity
----- Creativity	----- Other Benefits	----- Organizational Structure
----- Challenge	----- Flexible Schedule	----- Relocation
----- Status	----- Shift; 1st, 2nd or 3rd	----- Quality Environment
----- Position	----- Regular Work Week	----- Decision Making
----- Security	----- Recognition	----- Work Under Pressure
----- Variety	----- Travel	----- -----
----- Pace, Fast or Slow	----- Public Transportation	----- -----
----- Excitement	----- Work Alone	----- -----
----- Commuting Distance	----- Work on a Team	----- -----
----- Public Contact	----- Formal Environment	----- -----
----- Wage	----- Casual Environment	----- -----
----- Power	----- Learning Opportunities	----- -----
----- Respect	----- Skill Building	----- -----
----- Authority	----- Career Enhancement	----- -----

# Aim Worksheet

## Instructions:

1. Write the occupational title of your immediate job aim. It is critical that you approach your job search with a clear job aim. This goal must represent the kind of jobs you plan to pursue right now. If you have more than one distinct job aim, complete this exercise for each aim.
2. Review the values that you identified as important to your job aim on the "**Values Checklist.**" Consider which conditions you require in a new opportunity and which are desired.
3. Transfer the *required* values for your job aim from the "**Values Checklist.**" Required values are those conditions that **must** be available for you to consider an opportunity.
4. Transfer the *desired* values for your aim from the "Values Checklist." Desired values are those conditions you would like to see in an opportunity, but even if they are not available, you would still consider the opportunity.
5. To the best of your ability, evaluate whether your expectations are reasonable and attainable. To accomplish a thorough evaluation, you may want to consider conducting labor market research.

1. Job Aim: \_\_\_\_\_

2. Required Values:

_____	_____
_____	_____
_____	_____

3. Desired Values:

_____	_____
_____	_____
_____	_____

4. Reality Check: Are these expectations reasonable and attainable? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "no" or are unsure, then reevaluate your values.

## Secondary Aim Worksheet

It is wise to begin thinking about secondary aims early in your job search. Although you may not choose to actively pursue them, when they present themselves you will recognize them as opportunities.

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Which of the following will you consider in planning a secondary job search aim? Check all that apply:

\_\_\_\_\_ Part time employment.

\_\_\_\_\_ Temporary employment.

\_\_\_\_\_ Full time permanent employment, will continue to look for other opportunities.

\_\_\_\_\_ Employment with advancement potential.

\_\_\_\_\_ Contract employment.

\_\_\_\_\_ Self employment.

List some job titles for your secondary job search aim.

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List the required values for a job in your secondary aim.

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List the desired values for a job in your secondary aim.

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