



# SDIEA – YEAH Program

Goal Setting Skills

1. **Curiosity** – become a walking question. Treat the world as a gigantic learning experience. Seek out the learning potential in all that you do.
2. **Humility** – it is not possible to know all there is to know. Always be willing to learn from others and with everything that you do.
3. **Be self analytical** – reflect on what has happened to you during your time job seeking. Think of how you could do things differently and always look for opportunity to improve yourself.
4. **Be tolerant** – remember that things change. Accept things that you cannot change and change what you can change.
5. **Experiment** – try different approaches. Try new ideas when applying for jobs and at interviews. Be bold and brave.
6. **Ask for feedback and advice** – actively seek out the reasons for not succeeding in your job search so far and make the necessary changes. All of these are experiences and possibilities for personal growth. Listen to the advice of others, people have a great deal to offer if you will let them.
7. **Learn by doing** – actions speak louder than words. Take action and treat the world as a learning experience where you can experiment with different approaches.
8. **Appreciate failure and mistakes** – reflect on your life. We learn more from the hard times than the good time. Do not be hard on yourself; see life's tests as opportunities to grow quickly.
9. **Be systematic** – be clear in your mind what you want to do and what you need to do to achieve it. Then do it. Approach your goals with a focused mind.
10. **Good luck** – you can achieve anything with the hard work

## Staying Positive

Staying confident and believing in you is important. To “go for it,” simply get up and do it. There is a small voice inside you saying “Get up!”, and you need to do what it says; just dive in! Turn off the computer, turn off the TV, and get going!

The following are statements that will help you stay positive and grow in confidence.

- My future begins now
- Let yourself dream
- Having high self-esteem will make me more effective in my job search and in my life
- I can influence my own future by planning and taking action to meet my goals
- I have many skills and do many things in my life successfully
- I can improve my self-esteem by meeting my own expectations
- I do not have to strive for perfection to approve myself
- By accepting and loving myself I am giving a gift to the world
- I alone am responsible for the decisions I make
- I am a unique individual
- Persistence will help me succeed
- No matter what someone else says or does to me I believe that I can achieve anything
- Every mistake I make is an opportunity to learn from
- There are things I can do and enjoy that I have not yet discovered
- I can overcome obstacles to reach my goals
- I will achieve the goals I set for myself
- My worth as a person does not depend on achieving a perfect body image or weight
- I deserve support and will ask for help when I need it
- I have the power to forgive myself for past mistakes
- I will treat myself as someone special
- I determine what success means to me

We know that successful people are people who set goals. If you want to get that job you have always dreamed of you must set goals. So why should you set goals?

- Goals will give you a target to aim for
- Goals help you concentrate your time and effort
- Goals promote motivation, persistence and desire
- Goals help you establish priorities
- Goals provide a roadmap to take you from where you are to where you want to be
- Goals are the recipe for success

### **Ten rules of goal setting**

1. Be strong of mind – you have the power to make your own choices. You can decide what you want from life, why you want it and how you plan to get it.
2. be single minded – you must focus on your goals
3. Accept failure – whenever anyone commences the journey into employment, they will come across barriers to their progress. Use these barriers to make you stronger and wiser. Think of this, over one hundred banks rejected Walt Disney before he finally found someone to finance his idea of Disneyland.
4. Write down your goals – display them where you can see them at the start of each day. Remind yourself of your goals.
5. Involve others – you will be surprised how many people, family and friends, who will assist you to reach your goals. Use all possible networks, ask people for help. You are not alone; others are there willing and able to help you
6. Plan the how – think of how you are going to achieve your goals. Write down all the things that you will need to do to make it happen. Action plan.
7. Do something – your goals will remain dreams without you taking action. Make the effort to do something.
8. Review your plan – life changes. Review your plan regularly and update it if necessary. Listen to the advice of others and use it.
9. Celebrate your wins – you have put in the hard work so reward yourself.
10. To yourself be true – do not let others knock your path; you know the direction you are heading. Accept nothing but success and never give up.

### **Setting you goals**

- Write them down – goals are specific and can be measured. A job search goal could be “To research and contact three different employers each week”
- List your strengths – identify all the positive aspects of yourself. Write them down in a list and number them from most important thing you have to offer an employer.
- Assess your current self – look at yourself as others see you. What are your strengths? What are your challenges? What aspects of yourself can you change or improve on? You are unique and special so treat yourself as one of a kind.
- List the risks and obstacles – make a list of things that you will need to say goodbye to when you start work.
- List the sacrifices you will need to make – make a list of all the skills and knowledge that you will need to achieve your goals
- Develop a support network – make a list of all the people you know might help you. Approach them and ask for their assistance.
- Set deadlines – determine when you want to achieve your goals