HOW TO SET GOALS – AND KEEP THEM

Breaking your goals down into smaller, more achievable ones is essential for maintaining focus and motivation.

Step 1: Determine your main long-term goal

Example: "I want to land a full-time job immediately after finishing my apprenticeship and coursework, and I want to do it in a maximum of two years."

Now ask yourself:

✔ How would you approach achieving this challenging long-term goal?

✔ How would you know where/when to start?

✔ How do you assess your progress along the way and monitor whether you're on track to achieve this goal?

Write down your answers.

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Get in touch

Please call **1300 363 831** and ask to speak to one of our Apprentice Advisors or email us at **intrainingsupport@businessaustralia.com**

Step 2: Break your goals down

Creating short-term goals helps you to focus and immediately begin working towards the main goal. Make sure:

✔ Goals are realistic, practical and achievable

✔ Achieving short-term goals will get you closer to achieving your main long-term goal

Examples of short-term goals.

✔ Learn and develop a new skill on the job once a week.

✔ Focus on one main technical skill you want to master over a period of time.

✔ Be on time every day.

✔ Regularly go above and beyond what's expected of you. For example, offering to stay a bit later, or help out on a task that's not your responsibility.

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Step 3: Create an action plan

Creating short-term goals are likely to require a more specific, detailed list of actions than long-term goals.

Once you have an action plan, discuss it with your supervisor or someone you trust in your industry to see if your plan is sufficient.

Examples of action plan aspects:

✔ Pull up a timetable to break coursework down into manageable chunks.

✔ Plan a weekly schedule for work, study, exercising and relaxing to help you get into a working rhythm.

✔ Set deadlines for specific goals.

✔ Keep up to date with news and developments in your chosen industry – research, check the news and talk to people who do what you'd like to do.

Goal	To be achieved by	How I'm going to do it
Be on time every day	From Day 1	✔ Set two alarm clocks – keep them away from bed so that I have to get up to put them off ✔ Go to bed at a decent time and get enough sleep ✔ Don't go out the night before ✔ Ask my parents to make sure I wake up ✔ Check route to work and plan ahead to make sure I'm on time
Master "reading" wood (knowing how it works and behaves)	End of Year 2	✔ Complete all assigned coursework on time ✔ Complete all assigned practical tasks on time ✔ Ask questions every day ✔ Meet with the woodworking pro on my team for an hour once a week ✔ Research different types of wood online and in real life for two hours every week, in my own time ✔ Talk to other woodworkers ✔ Join woodworking forums or online groups

Step 4: Hold yourself accountable

Without accountability, you might lose sight of your grand plan.

Decide on ways you could use to hold yourself accountable, such as:

✔ Create daily To-Do lists and cross them off at the end of the day.

✔ Take stock of your goals regularly: make it a point to relook your action plan and update it as needed.

✔ Work with a friend or team member to keep you accountable to your goals.

✔ Identify your personal mission statement, for example: "Discipline is Freedom."

✔ Reward yourself for every accomplishment and goal reached.

✔ Give yourself a performance review once a month.

✔ Ask a colleague or your supervisor for regular feedback on your performance.