



News **WAIV**



Division of Student Affairs

January/February 2016

San Diego State University

Making a Difference in 2016: Goal Setting and Soft Skills

Golden Rules of Goal Setting

If you want to succeed, you need to set goals. Without goals you lack focus and direction. Goal setting not only allows you to take control of your life's direction; it also provides you a benchmark for determining whether you are actually succeeding.

The Five Golden Rules:

- Set goals that **motivate you**—what is important to you?
- Set **SMART** Goals
 - Specific: Clear and defined
 - Measurable: Include precise information so you can celebrate achievements
 - Attainable: Is it possible to achieve your goals?
 - Relevant: Goals that direct you to where you want to be in life/career
 - Time bound: Set a deadline
- Set goals in **writing**—writing down goals makes it real and tangible
- Make an **action plan**—plan the steps needed along the way
- **Stick with it!** Goal setting is an ongoing activity, not just a means to an end

Unless you clearly define exactly what you want and understand why you want it in the first place, your odds of success are considerably reduced. By following the Five Golden Rules of Goal Setting you can set goals with confidence and enjoy the satisfaction that comes along with knowing you achieved what you set out to do.

https://www.mindtools.com/pages/article/newHTE_90.htm

Save the Date!

Soft Skills Workshop

Tuesday, 2/23 @ 2:30 PM

Career Services
Workshop Room



<http://career.sdsu.edu>

Spring Career & Internship Fair

Thursday, 2/18

10:00AM - 2:30PM
Montezuma Hall

Why Soft Skills Matter

While your technical skills may get your foot in the door, your people skills are what open most of the doors to come. Your work ethic, your attitude, your communication skills, your emotional intelligence and a whole host of other personal attributes are the soft skills that are crucial for career success.

Areas to examine and evaluate include:

- Personal accountability
- The degree of collaboration
- Interpersonal negotiation skills
- Conflict resolution
- People's adaptability and flexibility
- The clarity of communications
- Creative thinking
- Inclusion
- Coaching and mentoring

[Click here to learn more!](#)