Setting Goals and Targets

8 JANUARY 2016
New Year Resolution

A good time to set goals for the year
Think about what you want
Find ways to make it achievable
Break the problem down into routine tasks and specific activities
The Objective

What is it you are aiming to achieve – best to be specific
What job are you aiming to get
What salary are you looking for
Are there timings that you need to consider
Actions

The objective is not directly in your control
- It depends on who is recruiting
- What jobs are out there

However there are things you can control

What can you do to improve your chances?
Building a plan

Can’t do everything at once

Easier to set up a simple plan

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Action 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Action 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action 3</td>
</tr>
</tbody>
</table>
Setting Routine Targets

In addition to the bigger tasks it is good to set your targets for things to do each day or week e.g.

◦ Check 3 websites each day
◦ Research 1 company each day
◦ Check the Cambridge News jobs each week
◦ Make two applications each week

Try to develop habits and routines
◦ Can use Paperclips to help track progress