

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

January	February	March	April	May	June
Action 1					
		Action 2			
			Action 3		

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