

# SKILL – Goal Setting



## 1) DESCRIPTION OF THE TOOL

The Goal Setting Workshop is a structured session designed to help individuals set practical, achievable goals which promote self-regulation by providing clear objectives and performance metrics.

Time: 15 minutes - daily

## 2) OBJECTIVES OF THE TOOL

- To clarify personal and professional objectives.
- To enhance motivation and focus by setting clear, measurable goals.
- To promote self-discipline through regular monitoring of progress.
- To develop strategies for overcoming obstacles and setbacks.

## 3) CONNECTION OF THE TOOL WITH THE SKILL

Setting and achieving goals is a fundamental aspect of self-regulation, as it requires consistent monitoring of one's actions and the ability to adjust behaviors to align with set objectives.

## 4) RESOURCE MATERIALS

- Templates for goal-setting and action plans.
- Materials for a presentation on effective goal-setting techniques.
- Tools for tracking progress, such as apps or physical planners.

## 5) HOW TO APPLY THE TOOL

- Step 1: Conduct a workshop to introduce the principles of SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goal setting.
- Step 2: Guide participants through the process of setting their own SMART goals.
- Step 3: Discuss and plan for potential challenges and strategies for staying on track.
- Step 4: Implement a system for regular check-ins and updates on progress towards goals.



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## 6) WHAT TO LEARN

Participants will learn how to set effective goals and develop practical strategies for achieving them, which is crucial for self-regulation. They will also gain skills in adjusting their approaches based on ongoing feedback and self-assessment.



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