

Set Goals

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The Goal Setting tool allows users to create Short-Term and Long-Term Goals.

Goals can be edited and changed as needed.

You can access the Goal Setting tool from your Dashboard or My Tracker.

The screenshot shows the Pathful dashboard for a user named Brooklyn. The 'My Tracker' menu is open, and the 'Goal setting' option is highlighted with a red box. Other options in the menu include 'My matches', 'Credentials', 'Resume builder', 'Lesson progress', 'Assessment progress', and 'Postsecondary plan'. The 'Your Goals' section is also highlighted with a red box, showing a 'Write Goals' button. The 'Postsecondary Plan' section has a 'Create plan' button. A task list on the right includes 'Assessments', 'Goals', and 'Postsecondary Plan'.

1. From the **My Tracker** drop-down menu, select **Goal Setting**.
2. Select **+Short-term goal** or **+Long-term goal**.

The screenshot shows the 'My tracker' page with the 'Goal setting' tab selected. A text box explains the importance of having a plan and sets goals. Below the text, there are two buttons: '+ Short-term goal' and '+ Long-term goal', both highlighted with red boxes. The goal setting form is shown with two examples: 'Daily Exercise' and 'Run a 5k in April 2025'. Both goals have a date of '10/24/2024' and a 'SMART' checkbox, which is checked for both. The 'SMART' text is highlighted in green for both goals. There are also edit, refresh, and delete icons for each goal.

3. Give your goal a name and provide a description.
4. Check the SMART boxes as appropriate.

As you select a SMART checkbox, the letters on your goal will change color to visually represent each of the acronym's components.

Short term goal ✕

Goal Name

A short-term goal is something you want to accomplish, usually within the next six months to a year. Goals are more likely to be met if they are detailed and measurable. Use the SMART acronym to help write an effective short-term goal.

Use the checkboxes below to make sure your goal is a SMART goal. Is your goal:

- S-Specific- Is your goal specific about what you want to accomplish? Does it answer the 5 W questions: Who, What, When, Where, Why?
- M-Measurable- Does it contain measurable information that will let you know when you have achieved your goal? Depending on your goal this might be measured in dollars, hours, or other measurable elements.
- A-Attainable- Is your goal something you can achieve? Be honest with yourself about your ability to achieve this goal.
- R-Relevant- Is your goal aligned with your priorities? Is your goal within your reach? Does it align with your current wants and needs?
- T-Timebound- Have you set a reasonable deadline for achieving your goal? Adding the time element to a goal is critical to staying on track to achievement.

[Save](#)

5. Select the "i" info button to read a goal.
6. Select the edit button to edit a goal.
7. Select the trash icon to delete a goal.

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To achieve the life you want, it is important to have a plan. One way to create a plan is to set goals. Goals are things you would like to accomplish. Short-term goals are usually something you hope to achieve in less than one year. For instance, getting an A in math or participating in an extracurricular activity can be considered a short-term goal. Long-term goals, on the other hand, typically take longer than a year to achieve. For example, getting accepted to or graduating from college can be considered a long-term goal. Click the button to add a short-term or long-term goal using the SMART guidelines included in the goal setting form.

+ Short-term goal

Daily Exercise	10/24/2024	SMART	 ✎ i 🗑
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+ Long-term goal

Run a 5k in April 2025	10/24/2024	SMART	✎ i 🗑
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