

How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Types of Goals". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

Course Overview – Types of Goals

To be successful in any arena, it is important to set goals. There are many different types of goals that we might set in different areas of our lives. This course will examine different types of goals and what you need to know to set appropriate goals, in appropriate contexts.

"If you don't set goals for yourself, you are doomed to work to achieve the goals of someone else." ~ Brian Tracy

Learning Objectives – Types of Goals

- Understand the different types of goals that can be set
- Understand the different categories of goals you might set
- Understand which context is appropriate for which type of goal
- Understand what to be aware of when setting different types of goals

Lifetime Goals

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The Bucket List

How to Get Started With Writing Your Bucket List?	

Categories of Goals

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•	•	•
•	•	•
•	•	•
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Exercise

Business Goals and Personal Goals

Journaling Activity

Finite versus Repetitive Goals

#	Goal	Notes
1		
2		

From Strategic to Tactical

Goals, Sub-Goals and Tasks - Chunking

Chunking is “a process by which individual pieces of information set are _____ down and then _____ together.”

Video Notes

Discussion Questions

- 1) What types of goals have you set in the last week/month/year?
- 2) How do you usually go about setting goals in your place of work?
- 3) What might you do differently since working through this course?
- 4) What are the strategic goals of your organization and what tactical goals are you working on now towards achieving them?