

One Minute Skill Building Series

Center for Student Involvement Resource Center

Take These Steps To Reach Your Goal

Now is a good time for reflecting and thinking about new achievements. Here are some steps that can help you have a great year:

1. Decide what you want to achieve. Be specific. Be sure your goal is measurable, so you can tell if you are making progress. Don't say you want to have more money. Instead, say you want to save \$1,000 by May 31.
2. Ask why it is important for you to achieve this goal, or how you will benefit. Knowing why you want something raises your motivation level. In addition, most significant goals require some sacrifices along the way. Highly motivated people are more likely to make the necessary sacrifices.
3. Consider what obstacles, problems, or personal shortcomings might block your progress. List every one you can think of. Some obstacles will be real ones; others may be only imaginary. You must conquer both kinds.
4. Go through the obstacles and think about how you might solve each problem. Ask others to help you brainstorm for solutions.
5. List the people or organizations who could help you achieve your goal.
6. Consider what information you need that you don't have now. Where will you get it? What could you read, who could you talk to, or what seminars could you attend?
7. Write out a detailed action plan for achieving your goal. What tasks must be done first?
8. DO IT!

Setting a goal is good, but it is only the beginning. You need all of these steps to make sure you actually follow through and achieve your goal.

Adapted from Suffolk County Community College

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Seven Ways to Become A Good Conversationalist

1. An interesting conversationalist conveys a sense of leaving many things unsaid. Telling everything can be very tiring to the listener.
2. Don't tell an uncomfortable truth if you can avoid it. Check your motives when you feel impelled to voice unpleasant facts. "Be careful of the words you say and keep them soft and sweet; you never know from day to day which ones you'll have to eat."
3. Ask a trusted friend to tell you if you whine, speak shrilly or nastily, or with affected accents. These faults make listening to you a chore. Knowing about them makes them correctable.
4. Don't interrupt the person who has the floor. Raising your voice to get attention is a sure way to turn off others. Waiting your turn makes what you say more interesting when the right moment comes.
5. No matter how brilliant or original you are, if you monopolize a conversation, minds will wander. Hold the conversation ball briefly, and then toss it.
6. In relating an incident, beware of back and forth dialogue such as "I said to her and then she said to me..." The sense of what you wish to say can be condensed easily without these phrases.
7. Refrain from slang and worn-out clichés. These devices may make it easier for you to express yourself, but they are dull to listening ears.

Adapted from Suffolk County Community College, from
Field Service Planner