

# Tapping Into Your Potential

## Lesson Objective

After studying this lesson, you will be able to:

- Recognize the importance of tapping into your potential
- Define focused thinking
- Understand the purpose of long-term planning
- Have the ability to write three- and five-year goals

There are many different ways to continue your education after high school. Things you may want to look into are:

- Attending a university or community college. These opportunities offer courses and degrees in a wide variety of fields.
- Taking vocational trade courses. A vocational program can teach you skills for specific occupations, such as a computer programmer, electrician, mechanic, or chef.
- Getting a job at a company that teaches employees the skills they need. Some companies have apprenticeship programs, which are formal programs that use on-the-job training to teach skills.

### **\*\*Potential\*\***

The ability and talent you have inside that can be developed.

## PORTFOLIO FOLLOW-UP

### For this segment:

Complete step four of your  
Short-Term Goal ..... 19  
Three-Year and Five-Year  
Educational/Career Goal  
Evaluators ..... 35-36

### Purpose:

Setting three- and five-year goals while in school allows you to map out a plan of study for your future. Long-term planning moves you in the direction of graduation and then helps to guide you from school to work or continuing education.

While five years seems like an eternity, it is important to remember that long-term goals give purpose and direction. As you go through life, your goals can be modified and geared toward new interests and opportunities you learn about while achieving your action steps.

# Three Secrets of Success

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## FOCUSED THINKING

Focused thinking keeps you committed to your goals; it creates energy within you. When you are energized about your goals, there is a drive within you to stay committed to them. The better you are at focusing on your goals, the greater the chances are of achieving them. Focus does not always come easily; there are always daily distractions. A great way to stay focused on your goals is by not getting sidetracked with irrelevant gossip, daily obstacles, and other people who might distract you. Have a clear vision of what you want, and do not get preoccupied with roadblocks in life. This is key to your success!

## YOUR AMAZING POTENTIAL

We all have untapped potential just waiting to be let loose! It is our unused ability and talent. If tapped into, this potential can help you attain the goals you set for yourself and build self-worth, self-respect, and self-esteem! Many of us do not even know we have more to give. That is why it is important to realize you have the power within YOU to reach your goals. How do you find it? By taking risks, by saying you can, and by taking action. You learned to crawl before you walked. You walked before you ran. These were all risks you took and you succeeded. You probably acquired a few bumps and bruises along the way, but you did it! So when you want to achieve something, be willing to step outside of your comfort zone and take baby steps. The results will be amazing!

## FEAR OF FAILURE

It may seem like a contradiction to have this as a secret to success, but fear of failure is common and normal! Some people may not attempt to achieve a goal because they are afraid they cannot accomplish it. The key is to overcome that fear, and go after your goal. Remember, it is OK to fail. If you do not achieve your goal on the first attempt, do not give up! Learn from your failure, and use it as a stepping stone to attain your goal. If you fail at your first attempt, try to figure out what went wrong. Was your goal realistic? Was your thinking focused? Did you tap into your unused potential? Did you have a clear vision of what you wanted to accomplish? Did your goal match your values? Did you tackle your goal with a positive attitude? Knowing what went wrong will help you further your chances the next time!



# The Goal Setting Process

## *Winning Futures' Five Steps to Success*

Goal setting is a skill that is learned. Having a process that helps you achieve your goals allows you to create a realistic five-year plan. Each step requires you to be honest with yourself and be very detailed.

**Vision** – *A form of daydreaming: your own mental picture of how you see yourself or what you want. From your vision, you can extract a number of goals to help you create the life you want.*

**STEP 1:** Visualize yourself in a specific situation. For example, perhaps you're striving to attend a university. What university are you attending? Where do you live? What do you look like? How do you feel? Who are your friends? Does this vision appeal to you? If so, you are ready to move on to Step 2.

**Goal** – *Something specific to strive toward. List the benefits of this goal if you were to achieve it. Next, list the sacrifices of the goal. The sacrifices are the things you will have to give up to achieve this goal.*

**STEP 2:** It's time to make your vision a reality. Write it down! Make your goal as specific as possible. Now your vision is no longer a dream, but a concrete goal that you want to attain! After setting the goal and listing the benefits and sacrifices, it is now time to evaluate both. Ask yourself, "Do the benefits outweigh the sacrifices? Is this a goal I want to continue?" If yes, move to Step 3. If not, return to Step 1 and rewrite your goal.

**Plan** – *A detailed list of the action steps you must take to achieve your goal. List the obstacles you may face when trying to achieve this goal. If you identify them now and are prepared to face them, they will be much easier to overcome! When you write the detailed action steps (mini-goals) you need to accomplish this goal, be sure to include steps to overcome your obstacles. The steps must be in-depth and specific.*

**STEP 3:** Writing down your goal is a great start, but it must be followed by action. Create a list of short-term goals, or a "to do" list, that will move you toward your goal. What do you have to do to get the job done? Set a completion date for each step to help you stay on track!

**Commitment** – *Helps you stick to your goals. It keeps you determined, motivated, and focused. Make a personal commitment to yourself that you will accomplish each step to reach your goal.*

**STEP 4:** Commitment creates the energy and the drive that make your goals a reality. Being committed and staying committed to your goals can be difficult. Sometimes, when we do not see quick results, our commitment is tested. Here are a few ways to help you stay focused on your goals. Make a list of benefits and carry them with you. Cut out pictures that remind you of your goal and hang them in your locker. Use daily sayings to remind you of how important this goal really is. Share your goal with someone who will support you and tell you that "you can do it!"

**Success** – *Each person individually defines his or her own success. Success can be defined in many individual ways like happiness, independence, freedom, or wealth. Success comes when you reach your goal, so write down a realistic accomplishment date to help you avoid procrastination when attempting your goal!*

**STEP 5:** You have the power to determine your own personal success in everything you do. Enjoy and be proud of your success! Create a journal or scrapbook and place photos and mementos from each of your successes in it. On days that your attitude is feeling low, take out your journal and count your good fortunes.

# Sample Goals

*Educational and Career*

## Sample Three-Year Goals

- Attend local community college to earn an associate's degree in law enforcement.
- Transfer from local community college to Walsh College to earn a bachelor's degree in finance.
- Get accepted into engineering school at U of M.
- Graduate from Bella's Beauty School with a certificate in nails.
- Earn A+ Certification at New Horizons, along with Microsoft Certified Professional to work as a help-desk worker in the computer industry.
- After becoming certified in high school, work full-time at Hamilton Chevrolet as an auto mechanic.
- Get my real estate and appraisal license by attending Real Estate One Academy.
- Graduate from Baker College with an associate of applied science degree to be a medical assistant.
- Get my heating/cooling certifications at Northwestern Tech.

Your three-year goal is a stepping-stone used to reach your five-year career goal. When setting your three-year goal, think about where you are today, and where you want to be in five years with your career. Remember, schooling, training, and experience will help you get the job you want. Consider your need to work part-time or full-time, along with how you will fit your training/schooling into your schedule.

## Sample Five-Year Goals

- Be hired by the city of Sterling Heights as a police officer.
- After my junior year, have a summer internship at Ford in the finance division.
- Be hired by GM to work as a chemical engineer at the truck plant in Pontiac.
- After working at the local nail salon, be hired by Nordstrom's Spa.
- Become Microsoft Certified in Systems Engineering (MCSE) and work at Metro Credit Union as their network specialist.
- Finish certification program at a local community college and become a master mechanic at Hamilton Chevrolet.
- Be a real estate agent at Century 21 with 10 homes listed at all times.
- Change my job from a small doctor's office to the Beaumont Urgent Care Center in Royal Oak.
- Student teach at my elementary school and pursue a career in my school district.

To have the career you want, you have to work hard. The job market is extremely competitive, and you have to be ready for anything. Make sure that your five-year goal is very specific with detailed steps that lead to your career. Make connections with professionals in your field to help guide you along the way!



# Example Goal Evaluators

Educational and Career

## Example Three-Year Goal Evaluator

1. **My educational VISION is:** be the first person in my family to earn a bachelor's degree and have a secure job in finance.
2. **My specific educational GOAL is:** transfer from Macomb Community College (MCC) to Walsh College and earn a bachelor degree in finance

### Benefits

1. secure future
2. more money with degree
3. will benefit my resume

### Sacrifices

1. financial drain
2. time from work
3. cut into social time

3. **The obstacles I may come across are:** no financial support, work conflicts with classes, getting credits to transfer

### The specific PLAN I will take:

- **Step One:** Research funding sources for school (scholarships, grants, loans, etc.). Apply by each deadline. Complete by September 1st next year.
- **Step Two:** When enrolling at MCC, work with a counselor to schedule all of my classes to transfer to Walsh. Schedule my classes earlier to coordinate it with my work schedule. Complete by July 1st of next year.
- **Step Three:** Check to see what the minimum GPA requirements are at Walsh and maintain that GPA by attending classes, doing required work, and studying in advance for tests. Complete by December 1st next year.
- **Step Four:** Apply to Walsh, take required entrance exam, and complete financial aid form for Walsh. Complete by December 1st in two years.

4. **I make a personal COMMITMENT to achieve each step so that I can accomplish my goal!**

5. **I will reach my SUCCESS by:** three years from today

## Example Five-Year Goal Evaluator

1. **My career VISION is:** live a comfortable lifestyle, enjoy going to work, and somehow work around cars.
2. **My specific career GOAL is:** graduate from Walsh College with a bachelor's degree in finance and work at Chase Bank.

### Benefits

1. stable company
2. long-term career
3. make good money

### Sacrifices

1. paying even more for school
2. traveling farther to school
3. may have to move away

3. **The obstacles I may come across are:** having no experience in finance, it is difficult to get into Chase, tough classes

### The specific PLAN I will take:

- **Step One:** Once at Walsh, I will utilize their tutoring services, make appointments with my professors for help, and get a part-time job as a receptionist at an accounting company. Complete by the end of my first semester.
- **Step Two:** After my first year at Walsh, work with the career center to interview for a summer internship at Chase. Have my finance professors and employer write letters of recommendation, update my resume, and practice interviewing. Complete during my second semester at Walsh.
- **Step Three:** During my next year at Walsh, schedule classes so I may continue working as an intern, complete all of my credits for graduation, and continue to get help from my professors. Complete during my third semester at Walsh.
- **Step Four:** Interview for a permanent job at Chase, and apply for other jobs through the career center. Accept the best job and start after graduation. Complete in five years.

4. **I make a personal COMMITMENT to achieve each step so that I can accomplish my goal!**

5. **I will reach my SUCCESS by:** five years from today

# Winning Futures Goal Evaluator

Three-Year Educational/Career Goal

1. My educational/career VISION is: \_\_\_\_\_

2. My specific three-year educational/career GOAL is: \_\_\_\_\_

## Benefits

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Sacrifices

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

3. The obstacles I may come across are: \_\_\_\_\_

The specific PLAN I will take to put my goal into action (including ways to overcome \_\_\_\_\_):

Step One: \_\_\_\_\_

Step Two: \_\_\_\_\_

Step Three: \_\_\_\_\_

Step Four: \_\_\_\_\_

4. I make a personal COMMITMENT to achieve each step so that I can accomplish my goal: \_\_\_\_\_

5. I will reach my SUCCESS by the accomplishment date of: \_\_\_\_\_