Student Name and ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capstone Design Project

Professor Carrier

DongA Humanities

**Discussion: Micro-goals**

Outcomes: The object of the class discussion activities is to increase students’ confidence in spoken and written English, particularly as it pertains to defining and defending a specific position in an argument. All students are strongly encouraged to participate in the small group and class discussions. Failure to fully participate will result in a grade reduction.

Reading: “**Why Micro Goals Are Better Than Macro Goals”** *By: Jennifer Harshman*

“**Micro goals are better than macro goals (regular or “big” goals). Why? Because they are far easier to accomplish than large goals are, and completing individual steps is how we make progress. Crafting the steps so that they are small makes it easy to take them.**

**What is a micro goal?**

A micro goal is a bite-sized, usually single-step action that a person can take toward something positive. A micro goal can be part of a larger goal—and most sources will tell you it is—but it doesn’t have to be. A micro goal can also stand alone. When a micro goal is used to develop a habit by performing that action repeatedly, it may be called a micro habit. But don’t let the micro size fool you. Micro goals and micro habits can change everything.

**How do you turn a goal into a micro goal?**

You chop the goal into the smallest actionable parts that you can. For this example, I’ll use one of my goals from the past: triple the size of my business by a particular date. When I set any goal, I break it into sub goals and micro goals. That gives me milestones to celebrate and small steps I can do quickly and easily, preferably all in one “sitting.” So when I decided that it was time to grow my business, I set a SMART goal and then broke it into sub-goals and micro goals. For the sub-goals, I broke the goal into areas, such as income, team members, editing, and coaching/consulting. Then I set micro goals in each area. For the sub-goal “Triple the number of people on the Harshman Services team,” I set the micro goal of “Create an editing test.” I wrote a 150-word essay and filled it with all sorts of errors that I’ve seen in the course of editing books and blog posts, and then I wrote directions to the test-takers at the top of the page. In one sitting, I had created a tool that would help me:

* Weed out the people who have the wrong attitude and are not a good fit for my company.
* Determine who has sufficient skills and who would need training, and what kind and to what extent.
* Identify the strengths of each applicant so I could put together a well-rounded team.

Each of those was also a micro goal. So was “Notify each applicant of their results and welcome them to the team or welcome them to try again in the future.”

**Micro goals help you more**

How does a micro goal help you more? It puts success right in front of you, instead of at the end of the marathon. We know that success begets success. One conquest leads to another. Setting and achieving micro goals builds momentum and it stands to reason that accomplishing the right things (explored in a future post) with micro goals helps you to be more successful both in the short and long term.

So go ahead and set a big goal, a macro goal. Then break it up into sub-goals, smaller portions, whether by milestone or by aspect. After that, break those sub-goals up into micro goals. Make sure each micro goal is something you can do easily. Want to double your net worth in the next five years? Break that goal down until you have the smallest bite you can imagine. Maybe it’s “Find a discount grocery store where I can save ten dollars this week, and invest that.” Maybe it’s “Call three investment brokers today,” or “Run an ad to sell the boat/car/bike/snowmobile we are making payments on and don’t need.” Keep breaking it down until you’ve found the Goal SPA Units (smallest possible actionable units), and then treat yourself to some success by completing a Goal SPA Unit.

**Goal SPA units**

Goal SPA units are the smallest practical actionable units (or pieces) into which you can break a goal. Goal SPA Units come in very handy when you want to set and accomplish micro goals.

**Using Goal SPA Units**

Go ahead and set a big goal, a macro goal. Then break it up into smaller portions, whether by milestone or by aspect. Keep breaking them up until you have a list of micro goals. Keep going until you have the smallest bite you can imagine yourself doing. That’s the Goal SPA Unit (smallest practical actionable unit). Then **treat yourself to some success** by completing that Goal SPA Unit.

Here are some examples:

* Call one person.
* Write the subject line of an email.
* Put on your exercise clothes.
* Knock on the door.
* Read one page of a book in your field.
* Get out your art supplies.
* Choose a title for your next blog post.

# These could be worded in such a way that indicates they are to be completed on a set and regular basis (call one person a day), but they don’t have to be. Note that all of these start with verbs. That’s because *Goal SPA Units are* *actionable* units, tiny pieces you can *do*. Now that you know what Goal SPA Units are, find them for each of your goals. Pick one. Do it. Repeat this often, and you’ll develop the habit of using these refreshing Goal SPA Units and accomplishing micro-goals.” [*adapted from* http://www.joelkessel.com/why-micro-goals-are-better-than-macro-goals/]

**Discussion Questions:**

1. Do you believe that setting goals is an important part of a successful life or do you prefer to “wing it,” making choices about what to do and when to do it each day without spending too much time planning and scheduling?
2. What is the hardest part of getting something accomplished for you? Getting started? Keeping going once you have started? Eliminating distractions so you can focus and work quickly and effectively? Finishing what you started?
3. Your goal-setting methods:
   1. Do you make a list of monthly, weekly, or daily goals? If so, how do you manage them: do you use an app or a pen and paper? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Do you refer to your goals often and check off what you have completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Do you coordinate your daily goals with your daily schedule to make sure you block out the time you need to accomplish your goals? Do you use an app to do this or a paper journal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Working with micro-goals:
   1. Choose one of the goals that you have right now and write it down here. (be specific!):

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* 1. Break that goal down into as many tiny pieces (micro-goals) as you can and write them here.
     + 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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       10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you think that working with micro-goals would benefit your productivity? How so?

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1. Do you think that you will do a better job with your planning and productivity as a result of what you have learned today? Yes or no? \_\_\_\_\_\_\_\_\_\_\_