MONTHLY FOCUS: Setting and Keeping Goals

As we begin a new year, we often think about resolutions and goals. Most achievements, big or small, often begin with an important first step: setting a goal. Having a clear understanding of what we hope to accomplish helps to guide us to completing our goal in a timely, successful manner. However, sometimes we have a hard time sticking to and completing our goals. A well-constructed goal should be challenging, but achievable. If you’re becoming frustrated with any personal or professional goals you set at the beginning of the new year, Skillsoft is here to help!

Click on the titles below to learn more about sticking to your goals:

- **Course:** Goals and Setting Goals (2 hours)
- **Course:** Achieving Goals through Perseverance and Resilience (1 hour)
- **Video:** Goal Setting (2 minutes)
- **Challenge:** Setting Goals (15 minutes)
- **Challenge:** Managing Goals (15 minutes)
TECHNOLOGY: Google Forms

Google Forms is a tool in Google Drive used for creating surveys, tests, or web input forms. It allows anyone to create an easy-to-use web form, then collects and organizes responses in a Google Spreadsheet.

With the new Google Form Themes, you can select a pre-designed theme and do your own customization. The possibilities are endless.

You can choose to make your form public to the world, only viewable by those at Saint Louis University, or only viewable be a select group. Types of questions can include a basic text field for entries such as Name or allow for full paragraphs. You can also choose fields that allow for only one predefined answer or multiple answers.

For more information on Google Forms, check out these Skillsoft resources:

- **Course:** [Google Apps: Google Drive](#) (1 hour)
- **Course:** [Google Apps: Slides, Sites, and Google+](#) (1 hour)
- **Video:** [Google Apps: Creating Forms](#) (6 minutes)

Cura: Resilience

Resilience is the capacity to recover from difficulties. In order to be successful—either personally or professionally—one often has to overcome challenges and setback. The approach to overcome those challenges and reach your goals is resilience. Challenges are a part of everyday life, so it is important to develop an attitude of resilience in order to reach your goals.

To learn more about resilience, consult these Skillsoft resources:

- **Course:** [Developing Character for Perseverance and Resilience](#) (1 hour)
- **Book:** [Resilience at Work: How to Succeed No Matter What Life Throws at You](#), Maddi and Khoshaba
- **Video:** [How to Build Resilience and Adaptability](#) (3 minutes)
- **Business Impact:** [Personal Conflict Style](#) (6 minutes)

For more information about the Cura initiative, please visit: [www.slu.edu/cura](http://www.slu.edu/cura)