

Formulating Goals: Essential for Individuals, belonging to all Occupations and Communities

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ABSTRACT:

The individuals, communities, categories and socio-economic backgrounds have goals and objectives to achieve. These are in their personal and professional lives. The individuals are required to prepare themselves in an adequate manner to achieve different types of goals and objectives. They need to possess adequate information in terms of different types of methodologies and approaches. These are the key to achieve different types of personal and professional goals. Furthermore, implementing effective communication processes with others is essential in augmenting information in terms of various areas. The individuals need to develop mutual understanding with family and community members. Support and assistance is taken from these individuals to achieve desired goals. With advancements taking place and with the advent of modernization and globalization, it is necessary to utilize various types of modern, scientific and innovative methods and materials in the implementation of different types of job duties and activities. The individuals need to possess the essential information in terms of all factors that are facilitating the achievement of desired goals. In addition, the individuals ensure, they obtain answers to all their questions and clarify their doubts. Therefore, it is essential for the individuals, belonging to all occupations and communities to formulate goals. The main concepts that are taken into account in this research paper are, understanding types of goals in personal and professional lives, measures to be implemented in the achievement of goals and advantages of achieving goals in a successful manner.

Keywords: *Communities, Goals, Individuals, Job Duties, Personal, Professional, Responsibilities, Skills*

INTRODUCTION:

An aimless life is a meaningless life. Hence, all individuals, irrespective of their communities, categories and socio-economic backgrounds have goals and objectives to achieve. These are in the personal and professional lives of the individuals. The various types of goals are, acquisition of good-quality education; getting engaged in employment opportunities; generating income; sustaining one's living conditions in an adequate manner; enhancing one's career prospects; augmenting knowledge, skills and abilities; promoting good health and well-being, physically and psychologically; forming an effective social circle; alleviating loneliness; emerging into moral and ethical human beings and productive citizens of the country and bringing about improvements in one's overall standards of living (Schobert, n.d.). When the individuals are wholeheartedly committed towards achievement of desired goals and objectives, they need to be well-equipped in terms of their job duties and responsibilities. These need to be implemented within and outside the homes to achieve desired goals. Therefore, it needs to be ensured by individuals, these are required to be implemented in a well-organized and

regimented manner. In order to put into operation various types of job duties and responsibilities in a well-organized and regimented manner, the individuals need to be well-informed in terms of methods and procedures. These are complicated as well as manageable. These are put into practice in less amount of time or these can be more time-consuming. The individuals need to conduct research through making use of various sources. These are books, articles, reports, projects, other reading materials and internet. Furthermore, implementing effective communication processes with others is essential in augmenting information in terms of various areas. With advancements taking place and with the advent of modernization and globalization, it is necessary to utilize various types of modern, scientific and innovative methods and materials in the implementation of tasks and activities (Witt, 2020). The individuals need to possess the essential information. In addition, they ensure, they obtain answers to all their questions and clarify their doubts. Therefore, it is of utmost significance to be well-versed in terms of necessary methods and procedures to achieve desired goals.

Understanding Types of Goals in Personal and Professional Lives:

All individuals, irrespective of their communities, categories and socio-economic backgrounds need to understand that they are required to formulate goals. These are formulated by the individuals on their own as well as through taking ideas and suggestions from family members, educators, supervisors or career counsellors. When goals are formulated in personal as well as in professional lives of the individuals, they need to be well-prepared in terms of different types of methodologies and procedures that are facilitating the achievement of goals and objectives. One of the important aspects that need to be taken into account is, the individuals need to form positive viewpoints in terms of goals and the ways that are necessary to achieve these. Furthermore, it is of utmost significance for the individuals to form cordial and amiable terms and relationships with others. These include, family and community members. The reason being, help and support need to be obtained from these individuals in the achievement of various types of goals. The different types of goals in personal and professional lives are stated as follows:

1. Acquisition of good-quality education.
2. Getting engaged in employment opportunities.
3. Generating income.
4. Sustaining one's living conditions in a satisfactory manner.
5. Owning wealth and property.
6. Possessing the necessary assets.
7. Enhancing one's career prospects.
8. Acquiring promotional opportunities.
9. Augmenting knowledge, skills and abilities.
10. Promoting good health and well-being, physically and psychologically.
11. Forming an effective social circle.
12. Promoting well-being of family members.
13. Promoting community well-being.
14. Alleviating loneliness and seclusion.
15. Emerging into moral and ethical human beings and productive citizens of the country.
16. Inculcating the traits of morality and ethics.
17. Implementing the traits of diligence, resourcefulness and conscientiousness.
18. Promoting enrichment of one's personality traits.
19. Putting in efforts to one's best abilities.

20. Bringing about improvements in one's overall standards of living.

Measures to be implemented in the achievement of Goals:

It is comprehensively understood that individuals are wholeheartedly committed towards achievement of their desired goals. The individuals, belonging to all occupations put emphasis on formulation of goals throughout their lives. One of the important aspects that needs to be taken into account is, they need to possess the necessary resources, i.e. human, financial, technical, material and information. Furthermore, individuals need to be well-versed in terms of strategies to manage all the resources in an adequate manner and prevent their wastage (Use of Technology in Teaching and Learning, n.d.). These need to be utilized in a satisfactory manner. It is of utmost significance for the individuals to augment their knowledge and understanding in terms of different types of measures that are needed in the achievement of goals. One of the important aspects that needs to be taken into account is, measures need to be put into operation in a positive manner. These need to be favourable to other members as well. For example, measures implemented by educators in the achievement of educational goals need to be favourable to students. The different measures that are necessary to be put into operation in the achievement of various types of goals are stated as follows:

Being well-versed regarding Job Duties and Responsibilities:

When the individuals, belonging to all fields and occupations are wholeheartedly committed towards achievement of desired goals, they need to be well-equipped in terms of their job duties and responsibilities. These need to be implemented within personal as well as professional lives of the individuals. The individuals need to ensure, these are facilitating in the achievement of desired goals. These are complicated as well as manageable. These are put into practice in less amount of time or can be more time-consuming. These are put into operation on an individual basis as well as through working in collaboration and integration with other members. The individuals need to ensure, they are well-informed in terms of ways to carry out all types of job duties and responsibilities in an appropriate manner. Hence, it needs to be ensured by individuals, these are required to be implemented in a well-organized and regimented manner. Therefore, being well-versed regarding job duties and responsibilities is one of the indispensable measures to be implemented in the achievement of goals.

Being well-informed regarding Methods and Procedures:

When goals are formulated in personal as well as in professional lives of the individuals, they need to be well-prepared in terms of different types of methods and procedures that are facilitating the achievement of goals and objectives. One of the important aspects that need to be taken into account is, the individuals need to form positive viewpoints in terms of goals and the ways that are necessary to achieve these. The individuals need to acquire an efficient understanding of the concepts. Furthermore, they are required to get engaged in regular practice. Regular practice will be facilitating in acquiring an efficient understanding of methods and procedures in an appropriate manner. The methods and procedures can be put into operation on an individual basis or in groups. Hence, when teams are formed comprising of two or more members, they need to develop mutual understanding with each other. As a consequence, they will render an important contribution in implementing methods and procedures in a well-organized manner. Therefore, being well-informed regarding methods and procedures is one of the significant measures to be implemented in the achievement of goals.

Conducting Research on regular basis:

Through conducting research on regular basis, the individuals are able to augment their knowledge and understanding in terms of various areas. The individuals need to conduct research through making use of various sources. These are books, articles, reports, projects, newspapers, magazines other reading materials and internet. The internet is regarded as one of the essential sources that is making provision of information in terms of all subjects and concepts. Furthermore, individuals are able to obtain answers to their questions and clarify their doubts. In the present existence, there are number of tasks and activities that are facilitated through the utilization of internet. In addition, implementing effective communication processes with family and community members is essential in augmenting information in terms of various areas. The individuals, belonging to all professions need to put emphasis on conducting research regarding various areas. When they will be well-equipped in terms of various subjects and concepts, they will be able to contribute efficaciously in achievement of their goals. Therefore, conducting research on regular basis is an eminent measure to be implemented in the achievement of goals.

Honing Technical Skills

Technical skills are the skills that are put into practice through making use of various types of technologies. These are, computers, lap-tops, I pads, audio-visual aids, scanners, printers, photo-copiers and so forth. The individuals, belonging to all professions and age

groups need to put emphasis on honing these skills. The individuals need to acquire an efficient understanding of the concepts. Furthermore, they are required to get engaged in regular practice. Regular practice will be facilitating in acquiring an efficient understanding of various types of methods and procedures in an appropriate manner. Information is imparted in terms of all subjects and concepts. Furthermore, individuals are able to obtain answers to their questions and clarify their doubts. In the present existence, there are number of tasks and activities that are facilitated through the utilization of technologies and internet. The implementation of effective communication processes, preparation of articles, reports, projects and assignments and other tasks and activities are carried out through honing technical skills. In this manner, individuals are focusing on achieving personal and professional goals. Therefore, honing technical skills is an expedient measure to be implemented in the achievement of goals.

Utilizing Pioneering Methods and Materials:

With the advent of modernization and globalization, it is necessary to utilize various types of pioneering methods and materials in putting into practice tasks and activities. The individuals need to possess the essential information in terms of their professional goals. As a consequence, they will contribute efficiently in carrying out their tasks and functions in a well-organized manner and achieving desired goals. The different types of pioneering methods and materials are, utilization of charts, graphs, pictures, images, models, designs, structures, maps, tools, devices, equipment, machinery and various types of technologies. Within educational institutions of all levels and in different types of employment settings, educators, and supervisors are imparting information in terms of various types of pioneering methods and materials. Within the course of implementation of job duties within employment settings as well, individuals get enrolled into training and development programs to generate information regarding these methods and materials. Furthermore, individuals need to ensure, they obtain answers to all their questions and clarify their doubts. Therefore, utilizing pioneering methods and materials is a prominent measure to be implemented in the achievement of goals.

Providing solutions to various Problems in an effective manner:

It is apparently understood that problems are regarded as an integral part of personal and professional lives of the individuals. The various areas in terms of which these take place are, job duties, responsibilities, methodologies, techniques, procedures, approaches, unawareness in terms of various aspects, scarcity of financial, human, technical, material and information resources, work pressure, lack of infrastructure,

amenities and facilities, and so forth. The solutions are provided to various problems on an individual basis or through working in co-ordination with others. It is necessary for the individuals to be well-versed in terms of causes of problems. After the causes are identified, it is of utmost significance to be well-versed in terms of strategies to provide solutions to various types of problems in an appropriate manner. Furthermore, honing problem-solving skills are efficacious in providing solutions to different types of problems in a well-organized manner. As a consequence, these are prevented from giving rise to impediments within the course of achievement of goals. Therefore, providing solutions to various problems in an effective manner is a renowned measure to be implemented in the achievement of goals.

Taking out sufficient amount of Time for all Tasks and Activities:

In the personal and professional lives of individuals, there are number of tasks and activities that are to be put into practice by the individuals. These are more or less time-consuming. Hence, it is of utmost significance for the individuals to take out sufficient amount of time for all tasks and activities. In other words, implementing time management skills is essential in achievement of both personal and professional goals. The individuals assign priorities to the tasks and activities. The tasks and activities that are more important are carried out first, whereas, the ones, which are regarded as less important are put into operation after the completion of more important ones. The time management skills are acknowledged and put into operation to take out sufficient amount of time for all tasks and activities. As a consequence, individuals are able to contribute efficaciously in the achievement of desired goals in both personal and professional lives. In addition, feelings of pleasure and contentment gets reinforced. Therefore, taking out sufficient amount of time for all tasks and activities is a noteworthy measure to be implemented in the achievement of goals.

Inculcating the Traits of Morality and Ethics:

From the stage of early childhood, throughout the lives of the individuals, they need to inculcate the traits of morality and ethics. These traits are regarded as the key in the achievement of desired goals in personal and professional lives. These traits are facilitating in reinforcing certain factors, i.e. differentiating between appropriate and inappropriate aspects; forming positive viewpoints in terms of various aspects; coping with the psychological problems of anger, stress, anxiety, frustration and depression in an effective manner; reinforcing a constructive approach; developing mutual understanding with family and community members; putting in efforts to one's best abilities; promoting a normal mind-set; possessing a pleasant

nature and an approachable attitude; depicting honesty, efficiency and truthfulness; reinforcing the traits of helpfulness and co-operation and coping with dilemmas and challenging situations in a well-organized manner. All these factors contribute in an efficacious manner in putting into operation the methods required to achieve goals in a moral and ethical manner. In addition, individuals need to be well-versed in terms of the factor that these traits would prove to be favourable in promoting well-being and goodwill of others. Therefore, inculcating the traits of morality and ethics is a meaningful measure to be implemented in the achievement of goals.

Implementing the Traits of Diligence, Resourcefulness and Conscientiousness:

Implementing the traits of diligence, resourcefulness and conscientiousness are regarded to be of utmost significance in the achievement of desired goals in personal and professional lives. These traits are facilitating in reinforcing certain factors, i.e. being well-versed regarding job duties and responsibilities; being well-informed regarding methods, strategies and procedures; conducting research on regular basis; utilizing various types of technologies; utilizing modern, scientific and innovative methods and materials; providing solutions to various types of problems in an effective manner; putting in efforts to one's best abilities; possessing the abilities to work under stress; being able to complete the job duties within the required time-frame and promoting well-being and goodwill of family and community members. All these factors contribute in a satisfactory manner in putting into operation the methods and procedures required to achieve goals. In addition, individuals need to be well-versed in terms of the factor that these traits would prove to be favourable in doing well in their job duties and achieving desired goals. Therefore, implementing the traits of diligence, resourcefulness and conscientiousness is a useful measure to be implemented in the achievement of goals.

Reinforcing a Constructive Approach:

The individuals, belonging to all communities, categories and socio-economic backgrounds need to put emphasis on reinforcement of a constructive approach. This is facilitating in achievement of desired goals in a well-organized manner. As a consequence, individuals will be able to contribute efficiently in putting into operation various tasks and activities in a well-ordered manner. Furthermore, all types of methodologies and techniques are implemented in a satisfactory manner (What is Active Learning? 2018). The individuals may work towards achievement of desired goals on an individual basis or through working in co-ordination with family and community members. Hence, it is necessary for the individuals to reinforce a constructive approach and form positive

viewpoints in terms of job duties, methodologies, procedures, techniques and other individuals. Within all types of professional settings, job duties are assigned to the individuals on the basis of their educational qualifications, competencies and abilities. Hence, it is vital for the individuals to provide equal rights and opportunities to all. Furthermore, it needs to be ensured, there is not any discrimination on the basis of any factors. Therefore, reinforcing a constructive approach is a vital measure to be implemented in the achievement of goals.

Developing Mutual Understanding with others:

In the achievement of desired goals, developing mutual understanding with family and community members is regarded to be of utmost significance. The individuals are required to augment their knowledge and understanding in terms of various aspects; exchange ideas and viewpoints; utilize the strategies in a satisfactory manner; obtain answers to various types of questions and clarify their doubts. Hence, development of mutual understanding is facilitating to the individuals on a comprehensive basis. Within homes and outside the homes, it is necessary for the individuals to provide equal rights and opportunities to all. Furthermore, it needs to be ensured, there is formation of an amiable and pleasant environment. When the individuals are overwhelmed by various types of problems, they need to provide solutions to these through obtaining help from others. This is particularly, when these are complicated and tedious. Furthermore, when teamwork is promoted, mutual understanding is facilitating in generating desired outcomes. Hence, desired goals will be achieved in an appropriate manner, as the team-members work in co-ordination with each other. Therefore, developing mutual understanding with others is a crucial measure to be implemented in the achievement of goals.

Putting in Efforts to one's best Abilities:

It is apparently understood that dilemmas are regarded as an integral part of personal and professional lives of the individuals. The various areas in terms of which these take place are, tasks, activities, methods, practices, techniques, unawareness in terms of various aspects, scarcity of financial, human, technical, material and information resources, lack of implementation of skills and abilities, lack of infrastructure, amenities and facilities, and so forth. The solutions are provided to various problems on an individual basis or through working in collaboration and integration with others. It is necessary for the individuals to put in efforts to one's best abilities. Furthermore, this measure will be facilitating in reinforcing the determination levels. In addition, individuals will form positive viewpoints in terms of job duties, methodologies, procedures, techniques and other individuals, particularly, whom one is working

and dealing with. When one is putting in efforts to one's best abilities, they are rendering an important contribution in coping with different types of stressful situations in an appropriate manner. Furthermore, these are prevented from giving rise to impediments within the course of achievement of desired goals. Therefore, putting in efforts to one's best abilities is an advantageous measure to be implemented in the achievement of goals.

Advantages of achieving Goals in a Successful Manner:

It is understood on a comprehensive basis that individuals, belonging to all communities, categories and socio-economic backgrounds are focused on achievement of desired goals. When they are wholeheartedly committed towards achievement of all types of goals, they need to be well-versed in terms methods and procedures. In other words, they need to be well-prepared (What are Personal Skills? 2020). Furthermore, the individuals need to reinforce a constructive approach in terms of job duties, methodologies, procedures, techniques and other individuals, particularly, whom one is working and dealing with. As a consequence, all types of goals will be achieved successfully. When the individuals are successful in their tasks and activities, they acknowledge the advantages of achieving goals in a successful manner. These are, augmenting skills and abilities; enhancing career prospects; meeting the expectations of leaders; carrying out tasks and functions satisfactorily; promoting community well-being; enhancing one's personality traits and leading to up-gradation of one's overall standards of living. These are stated as follows:

Augmenting Skills and Abilities:

The determination towards achievement of goals lead to augmenting of skills and abilities. The essential skills are, communication skills, decision-making skills, time management skills, analytical skills, critical-thinking skills, problem-solving skills, technical skills, creative skills, negotiation skills, leadership skills, personal skills, professional skills, presentation skills, and public-speaking skills. On the other hand, abilities, which need to be honed are, interaction, convincing, persuasion, management, administration, emotional intelligence, systems thinking, possessing the abilities to work under stress and putting in efforts to one's best abilities. Throughout the lives of the individuals, they need to put emphasis on augmenting skills and abilities. These are regarded to be of utmost significance in the achievement of goals in personal and professional lives. Hence, augmenting skills and abilities requires time and resources, but these are facilitating in the achievement of various types of goals within as well as outside the homes. Therefore, augmenting skills and

abilities is regarded as one of the indispensable advantages of achieving goals in a successful manner.

Enhancing Career Prospects:

The individuals have major goals of acquiring good-quality education and getting engaged in employment opportunities. In this manner, they are rendering an important contribution in enhancing their career prospects. When the individuals are making use of their educational qualifications, competencies and abilities to enhance their career prospects, they are achieving their goals. The individuals need to ensure, they make selection of the field towards which they contribute significantly in leading to an increase in motivation levels. In other words, it is of utmost significance for the individuals to be well-versed in terms of various types of methods and strategies that are necessary to leading to up-gradation of concentration levels. Motivation and concentration are essential factors in enhancing career prospects. Therefore, it is understood by individuals, belonging to all professions that enhancing career prospects is one of the significant advantages of achieving goals in a successful manner.

Meeting the Expectations of Leaders:

When the individuals, belonging to all fields and occupations are wholeheartedly committed towards achievement of desired goals, they need to ensure, they carry out tasks and meet the expectations of individuals in leadership positions, i.e. educators, employers, supervisors, managers etc. The job duties need to be put into practice in personal as well as professional lives of the individuals. Within homes, the heads of the household are the individuals in leadership positions. The individuals need to ensure, these are facilitating in the achievement of desired goals. These are complicated as well as manageable. These are put into practice in less amount of time or these can be more time-consuming. These are put into operation on an individual basis as well as through working in collaboration and integration with other members. Hence, an advantage of achievement of desired goals is recognized, when expectations are met of individuals in leadership positions. Therefore, it can be stated, meeting the expectations of leaders is an expedient advantage of achieving goals in a successful manner.

Carrying out Tasks and Functions satisfactorily:

When the individuals, belonging to all fields and occupations are wholeheartedly committed towards achievement of desired goals, they need to be well-equipped in terms of their tasks and functions. These need to be put into practice within personal as well as professional lives of the individuals. The individuals need to ensure, these are facilitating in the

achievement of desired goals. When the individuals have successfully achieved the desired goals and objectives, they acknowledge that they have carried out all types of tasks and functions satisfactorily. When these are complicated and lengthy, methods and procedures need to be implemented in a satisfactory manner. In this manner, all types of tasks and functions are carried out in a well-ordered manner. Therefore, carrying out tasks and functions satisfactorily is a vital advantage of achieving goals in a successful manner.

Promoting Community Well-being:

The achievement of desired goals is facilitating in promoting community well-being. The individuals, belonging to all communities, categories and socio-economic backgrounds make selection of various fields in accordance to their educational qualifications, competencies and abilities. These are, education, architecture, business, management, administration, law, science, technology, medical, health care, engineering, and so forth. In all the fields, the tasks and activities are put into operation to promote well-being of community members. In other words, individuals need to be well-versed in terms of methods and approaches that are necessary in promoting community well-being. In this manner, individuals are contributing significantly in the achievement of desired goals of not only promoting enrichment of career prospects, but also well-being of community members. Therefore, promoting community well-being is a crucial advantage of achieving goals in a successful manner.

Enhancing one's Personality Traits:

It is understood on a comprehensive basis that when individuals are wholeheartedly committed towards achievement of desired goals and are experiencing barriers, they get overwhelmed by the psychological problems of anger, stress, anxiety, frustration and depression. The psychological problems are overwhelming and give rise to impediments within the course of achievement of desired goals. Furthermore, the personality traits of the individuals get affected in a negative manner. In some cases, individuals may lose or put on weight or in some cases may experience various types of health problems and illnesses. Hence, it is necessary for the individuals to be well-versed in terms of different types of methods and techniques to overcome all types of impediments. As a consequence, individuals will contribute efficaciously in the achievement of desired goals and enhancing one's personality traits. Therefore, enhancing one's personality traits is a favourable advantage of achieving goals in a successful manner.

Leading to Up-gradation of one's overall Standards of Living:

Leading to up-gradation of one's overall standards of living is regarded as one of the primary goals of individuals, belonging to all communities, categories and socio-economic backgrounds. In the achievement of this goal, the individuals need to be well-versed regarding job duties, responsibilities, methods and procedures. Furthermore, they need to be well-informed in terms of ways to overcome all types of impediments. When the individuals have successfully achieved the desired goals in personal and professional lives, they are contributing significantly in bringing about improvements in one's overall quality of lives. As a consequence, individuals will contribute efficaciously in overcoming all types of dilemmas and challenging situations and put into operation all tasks and activities in a well-ordered manner. Therefore, it is understood on a comprehensive basis that leading to up-gradation of one's overall standards of living is a notable advantage of achieving goals in a successful manner.

Conclusion:

Individuals, belonging to all communities, categories and socio-economic backgrounds need to formulate goals in their personal and professional lives. Measures to be implemented in the achievement of goals are, being well-versed regarding job duties and responsibilities, being well-informed regarding methods and procedures, conducting research on regular basis, honing technical skills, utilizing pioneering methods and materials, providing solutions to various problems in an effective manner, taking out sufficient amount of time for all tasks and activities, inculcating the traits of morality and ethics, implementing the traits of diligence, resourcefulness and conscientiousness, reinforcing a constructive approach, developing mutual understanding with others and putting in efforts to one's best abilities. Advantages of achieving goals in a successful manner

are, augmenting skills and abilities; enhancing career prospects; meeting the expectations of leaders; carrying out tasks and functions satisfactorily; promoting community well-being; enhancing one's personality traits and leading to up-gradation of one's overall standards of living. Finally, it can be stated, formulating goals will enable individuals to stay focused in personal and professional lives.

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