



# JUMPSTART

## YOUR CAREER!

Quarter 1, Volume 25  
For Internal Circulation Only

# EFFECTIVE GOAL SETTING

## FOR STUDENTS



ALSO INSIDE:  
EXPLORE PROGRAMME  
PRESENTATION SKILLS  
ADAPTING TO CAMPUS LIFE



# Effective Goal Setting for Students

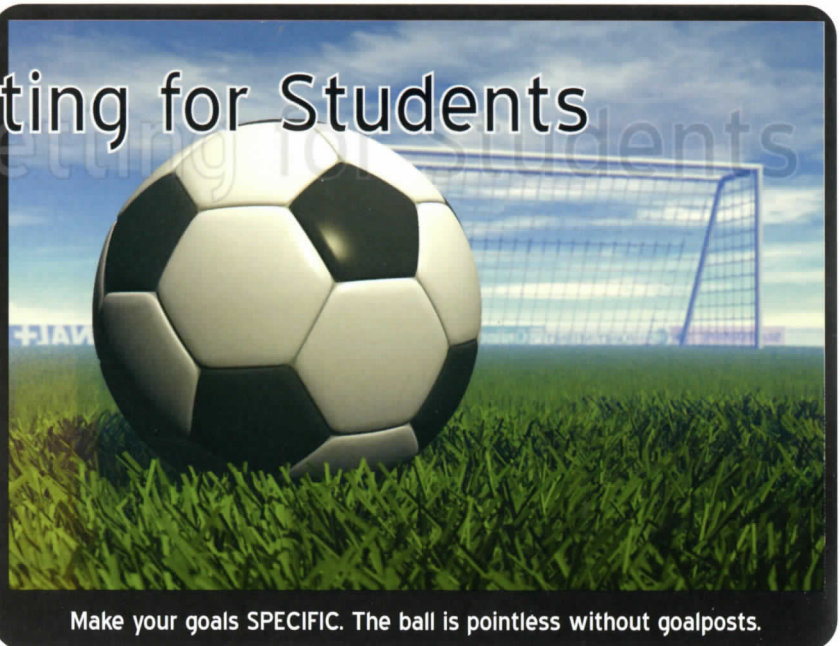
**Everyone** needs goals. There are so many platitudes on this subject; it's hard to pick just one. The first step for you of course, is to actually **HAVE** a goal. Many students start their college life, and even end it, cruising along without a goal in sight, and at the end of the day have no idea what they want to do. If your goal is nothing, then that's exactly what you're going to get.

Have you ever had those mornings where you have to drag yourself out of bed, dreading a long dreary day of boring classes and endless lectures? Studies have shown that one of the biggest de-motivators is having no goal, i.e. no reason to get up in the morning. Having a clear goal in mind keeps you fresh, gives you something to aim for, and keeps you from being bored. But how does one set goals?

There's a little acronym called S.M.A.R.T. that can help out. Having a badly planned goal is just as bad, or even worse, than having no goal at all. S.M.A.R.T. stands for Specific, Measurable, Attainable, Relevant, and Time-Based, and will help in your goal planning. After all, failing to plan is planning to fail.

**SPECIFIC:** "I want to do really well in my studies and get into a great university and have a great job and a great life!" ← You just wrote a goal that applies to approximately 7 billion people. Well, it's not that bad in that it specifies a path, but it's still extremely vague. Generalisations are not going to help you focus on what needs to be done. A more precise and specific goal could be: "To obtain an entrance scholarship into Oxford University, become valedictorian and become president of Google Inc.". Nice and specific, if not very realistic, but we'll get to that.

**"If your goal is nothing, then that's exactly what you're going to get"**



Make your goals **SPECIFIC**. The ball is pointless without goalposts.

**MEASUREABLE:** "To obtain an entrance scholarship to Oxford University" is a nice specific goal, but there's a problem: Do you just study and hope for the best? The best way to check if you're on track is to measure your progress, so you know how much to make up for, and how close you are to your goal. Mid-year tests are not a torture device, but actually a yardstick to help you measure how well you're doing, and how much you need to improve by the finals. So, if that Oxford scholarship requires a CGPA average of 3.9, that's your goal: "To achieve a CGPA average of 3.9 in order to obtain an entrance scholarship into Oxford University". Now you know how high the bar is, you know how high you have to jump.

**ATTAINABLE:** Speaking of jumping, are you a turtle trying to fly? While it's good to believe in yourself; "Reach for the stars and you'll grab a fistful of air". This part depends on you knowing yourself and your abilities. A CGPA of 3.9 is quite out of reach for most students statistically (although if you're one of those who can, do reach for it!), and aiming too high and failing miserably can demotivate you. Reality checks will help you prevent a serious case of inferiority complex. Aim higher than you have before, but not outlandishly. If your average before this was 2.9, perhaps you could aim for a 3.3. It's better to surprise yourself by exceeding your goals than falling far short. If you eventually score a 3.6 but aimed for a 3.9, you'd be disappointed, but if you aimed for a 3.3, you'll be rejoicing!



**RELEVANT:** "Goal: To win the championship and be ranked the No.1 Dota2/League of Legends player in Sunway College" - Specific, Measurable, Attainable (assuming you're good enough), but completely irrelevant to your studies. Unless you're studying Game Design, this goal isn't going to help you pass any exams or win scholarships. It's important that you choose goals that apply to your overall objective.



Not RELEVANT to your studies. Sorry.

**TIME-BOUND:** "I'll do it tomorrow... if I have time".

Procrastination is one of the worst enemies a student can have. Deadlines are not there to kill you, despite the name, they're to motivate you and help you keep track of your goals. Thankfully for students, many goals are time-bound for you, in the form of assignment deadlines. Try to learn by setting your own, such as planning the parts of your assignment - "I'll finish question 1a of the assignment by this week, then 1b by next Tuesday, and finish part 2 and the conclusion by Thursday".

There is no worse plan than not having one. Using the S.M.A.R.T. system (there are many other valid systems as well that you can try out), you'll be able to have clear goals to shoot for that are easy to measure, are realistic, actually help you, and are reachable within a certain time. Doing this will ultimately save time, headaches, and perhaps some heartache!



Your goals must be MEASURABLE. If there is no target, you definitely won't hit it!

### Quick **S.M.A.R.T.** Reference

Ask yourself these questions when planning your goals:

#### **SPECIFIC**

Who, What, When, Where, Why, How? If you can answer all these with your goal, you're on the right track.

#### **MEASUREABLE**

What's a specific number or milestone I can attach to my goal? How will I know that I've reached it?

#### **ATTAINABLE**

Can I really do this? Is it too much? Am I thinking too small? Am I willing to put out the time and effort to achieve this?

#### **RELEVANT**

Does my goal help me get what I want? Does it really apply? How important to my objective is this goal?

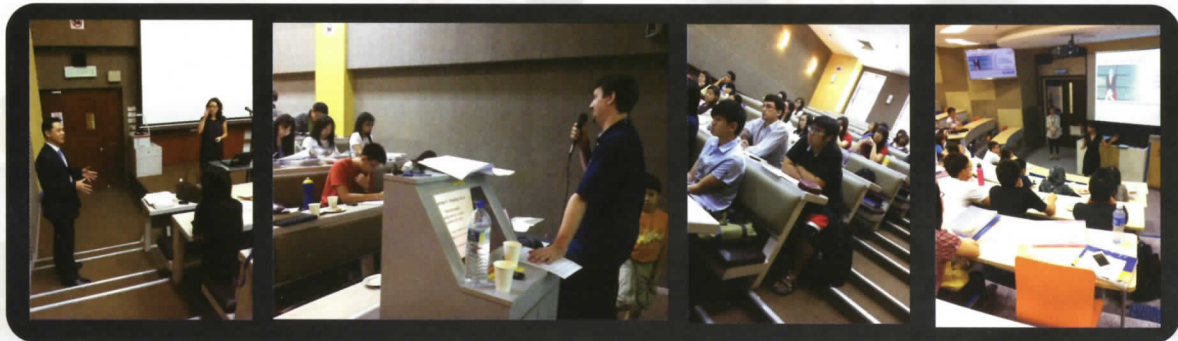
#### **TIME-BOUND**

Is this a good use of my time? Is it possible to do in the time given? How much time is realistic?



"HOW can I fit in and adapt to **CAMPUS LIFE**? What are some of the **CHALLENGES**, and how can I **OVERCOME** them?" How can I **MAKE NEW FRIENDS**, how can I **STUDY SMARTER**, and do all this while actually **HAVING A LIFE**?

"What's the difference between **YOU** and **OTHER CANDIDATES**?" Employers love to ask this question. One has to face facts; lots of people have straight A's. They will help, but you need **MORE**. You need something that will **DISTINGUISH** you from the hundreds of other resumes in the company Human Resource file.



Sunway College's **eXplore** Programme is one way to be different!

The **eXplore** programme is designed by the Student Services Department's Career Unit, made specifically for **PRE-UNIVERSITY** students coming on to campus for the first time! We provide activities such as **SELF-IMPROVEMENT/CAREER EXPLORATION** Talks, Training, Seminars, Workshops by **PROFESSIONAL SPEAKERS** and **TRAINERS**, visits to **TOP COMPANIES**, Job Shadow Days, and more!

Upon completion of the **eXplore** programme, you will be awarded a Certificate of Completion endorsed by our Director of Student Services, an excellent addition to your resume!

Come down to the Student Services Department (SSD) and sign up for **eXplore TODAY** for a one-time fee of only RM10!

**Need more information?**

Browse [bit.ly/sunwayexplore](http://bit.ly/sunwayexplore)

Log onto [www.facebook.com.my/SSD.Sunway](https://www.facebook.com.my/SSD.Sunway)

Send an email to [prepare@sunway.edu.my](mailto:prepare@sunway.edu.my)

Visit SSD in person (Mark Saw / Sharon Tan)



# eXplore memories



Job Shadow Day:  
General Electric



GE Certificates



Tea Time Talk:  
Inside-Out Approach



Brand's Company Visit



Tea Time Talk:  
Goal Setting



And.....

Announcing the launch of the brand-new **eXplore** website!

Access Jumpstart magazine archives, photo galleries, articles on careers, study tips, campus life and more! Connect with Student Services Department staff, be updated on the latest **eXplore** news, and make an appointment online for a career counselling session!



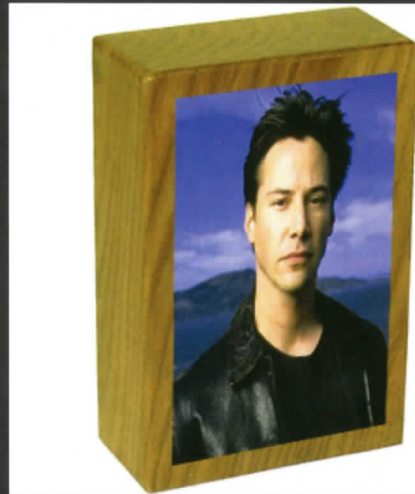
# Public Speaking & Presentation Skills

Are you perfectly eloquent when with friends but turn into Keanu Reeves (no offense) when you get up on stage to present? Do you stare blankly into space and read off the slides with a wooden look and voice? Does your voice tremble like a leaf in the wind? You may have stage fright!

Stage fright is only one part of it, though. There are two basic components to a good presentation – Content and Delivery. Your content may be well-researched, accurate, and concise, but if you mumble all your words and stare at the ground, the audience isn't going to understand a thing.



Charm and Charisma make for an entertaining presentation, but a third C - Content - is needed.



Blank looks and reading from scripts might work in movies, but not in presentations.

On the other hand, if you dazzle the spectators with amazing diction, flawless timing and the charisma of Johnny Depp, but ramble on about nothing, your presentation is just as useless. In group work, this is often solved by having the best presenter read off the material created by the introverted bookworm (nothing wrong with being introverted or a bookworm, by the way).

But what if it's NOT a group project? Good news! An introverted bookworm CAN be an awesome presenter, and the loudmouth needs to learn to do homework. With proper preparation, research, and a little self-confidence, anyone can give an A+ presentation, whether at a party, in front of a class, or at a wedding dinner.



**CONTENT** – A presentation without content is just a waste of your breath, and everyone else's time. It is imperative that sufficient points of information are researched in order for you to have something to say. There is no getting around doing the homework. However, one trap that some fall into is TOO MUCH to say. Reading endlessly off fifty slides for a ten-minute presentation is going to confuse everyone involved, yourself included. The trick is to be concise, to the point. Have no more than one or two big points per slide, with room for a few sub-points. Have no more than three to five major points in your entire presentation, depending on length and subject. Some presenters make their entire speech about one single point. You may want to youtube "I have a dream" by Martin Luther King Jr.

When choosing your points, decide what is most important, and have a plan that outlines them (this applies to written essays as well). Answer the question; don't waste time being side-tracked by irrelevant facts and figures. If you know how to mind-map, that is an excellent starting point for preparing your presentation. Above all else, stay relevant to the topic at hand.

### TIPS FOR PUBLIC SPEAKING

Do not play or fidget with anything!  
(It makes you look nervous)  
Don't apologise too much.  
(If you make a mistake, move on)  
Drink a full glass of water beforehand  
(and go to the toilet!)  
Practise in the mirror or with a friend  
(Make sure you make eye contact)  
Sweep your gaze slowly around  
(don't focus on just one person)  
DO NOT stare at the ground/ceiling/etc.  
(You will alienate your audience)  
Build rapport! Make brief eye contact.  
(SMILE)  
Move! Don't stand there like a statue.  
(Keep calm and present on)



Don't talk too much. Keep it concise.

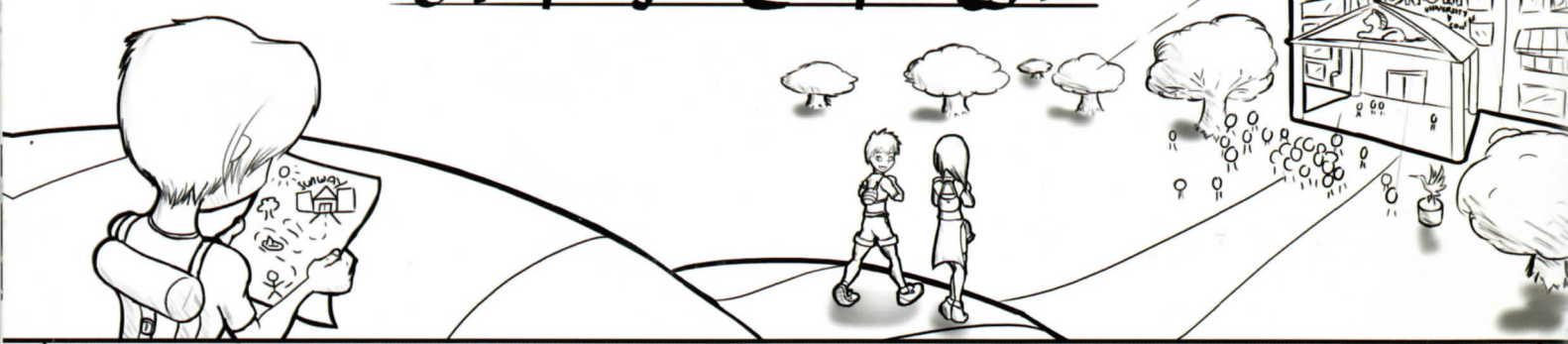
**DELIVERY** – A presentation without good delivery is like trying to eat spaghetti with your hands; it's going to get messy. Preparation is an essential part of delivery; even if you're good at talking, you must know your content like the back of your hand. Just reading off the slides will not do. While preparing your slides, rehearse how it will go in your mind, as if you were already giving the presentation. Imagine yourself as a listener, and see if you're able to absorb the facts.

If you're well-prepared, you've already given yourself no reason to have stage fright. If you focus on your facts, you can keep yourself calm and collected. One trick you can try is to not put everything on the slides. If you have something else to say, people's attention will be diverted to you instead of the slides, and you'll maintain a position of power, which boosts self-confidence enormously. Imagine yourself as a lecturer, no matter who the audience is, and it will be easier to cope. Again, watch "I have a dream" for a masterful presentation by Martin Luther King Jr.  
(this guy)

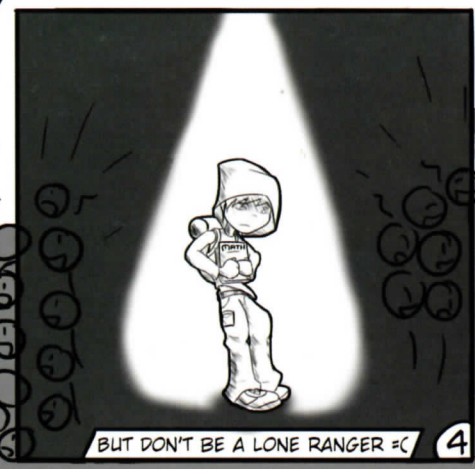




# Adapting to Campus Life



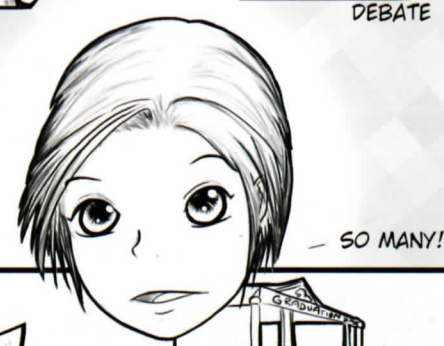
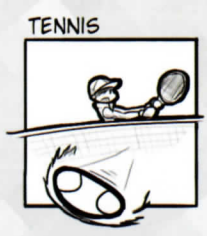
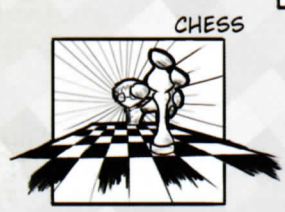
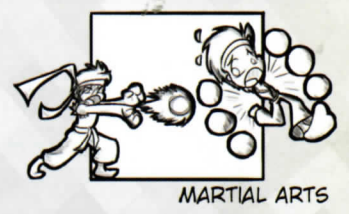
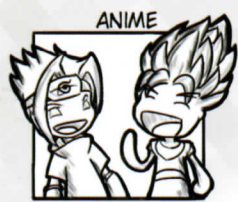
2 SOME GUYS ARE INSTANTLY BEST FRIENDS WITH EVERYONE IN SIGHT



3 SOME FOLKS PREFER A SMALLER GROUP, AND THAT'S AWESOME TOO!



5 THERE'S AN AMAZING NUMBER OF THINGS YOU CAN FIND IN COMMON WITH OTHERS! JOIN A CLUB!



6 DON'T GET TOO DISTRACTED! DON'T MISS CLASS, DO YOUR ASSIGNMENTS ON TIME, AND YOU'LL SAVE YOURSELF A LOT OF STRESS!



7 IN THE END, BE YOURSELF, MAKE NEW FRIENDS, HAVE FUN, AND SIEZE THE DAY. YOU'LL COME TO REMEMBER COLLEGE AS THE BEST TIME OF YOUR LIFE!

