



Student centered.
Community focused.

Dear Sociology Student,

Welcome to Sociology through the Extended Learning Institute. Sociology is a scientific discipline that looks at the human condition in a particular, organized manner. This course should broaden your view of the sociological perspective.

I hope that by now you have all the material for this course – syllabus, textbook, telecourse study guide, course guide – and you have started watching the video lessons and also have started reading the assigned chapters.

To be a successful distant learner requires that you work on a regular basis and in a systematic way that fits your personality and study habits. You know the old cliché – “*Don’t put off until tomorrow what you can do today.*” As corny as this is, it is true. Don’t procrastinate!

Attached is a handout entitled “Goals in a Nutshell” that you might find useful as you focus on achieving academic success. Research shows that successful people are regular goal-setters.

I teach sociology on the Annandale Campus and have office hours on Monday, Wednesday, and Friday from Noon – 1:00pm during the regular academic year (non-summertime). I can answer general course material questions from this office. The phone number is (703) 323-3246. Check my website for ELI office hours or call the ELI office at (703) 323-3347. My email is dhaledjian@nvcc.edu.

All student files and supportive materials are located in the Springfield ELI office. When leaving a message on my voice-mail, please state your name clearly (spell out, if needed), identify which sociology course you are taking (i.e. SOC 201), the phone number where you can be reached and your specific question.

In closing, I hope you find this course challenging, informative and worthwhile.

Enjoy the course. Seize the Day!

Sincerely,
Dean Haledjian
Assistant Professor of Sociology

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NORTHERN VIRGINIA COMMUNITY COLLEGE

Goals in a Nutshell

Everyone is a goal-setter whether or not he realizes it

- Some goals are short-range: minor objectives, such as hour-to-hour goals and day-to-day goals.
- Some goals are long-range: major objective that take longer.

Goal-setting and achieving is an art and a science

- Goal-achievement works because it is governed by definite mental laws.
- That which we believe about ourselves and to which we give our attention will become our experience.
- Keeping you mental eye on the goal gives power to it.
- Vague goals bring vague results; being specific gives direction.
- Sometimes it is desirable to adjust or change goals.

You choose your life

- If you claim it, you accept it in your mind.
- If you disclaim it, you repudiate your right to it.
- Life will take you at your own evaluation.

The subconscious mind is like a willing servant

- It draws to you, from the universal subconscious mind, the ideas that you need.
- The goals you set become orders to the subconscious mind.
- It believes what you tell it and carries out your orders.
- It works for you while you sleep. You can ask it questions before going to sleep and wake up with answers.

Every person has the power of choice

- There is no limit set by infinite mind, the individual sets own limits.
- Each person has the responsibility of choosing his own destination.
- If you let others make your choices, you relinquish your freedom.
- Your choices shape your goals.
- Negative choices use the same mental principles as affirmative choices.
- What you choose for yourself will become your experience.

Goal-setting gives you a game plan – Makes life fun

- Listing our goals strengthens our desires and clarifies our choices.
- Keeping track of goals that are achieved builds confidence.
- Confidence is the key ingredient to success.

Written goals are a shortcut to daily achievement

- When we keep goals in our heads, we tend to worry about them, but not do them.
- A good system for putting first things first is:
 - Each day, write down the six most important things to be done.
 - Number them in order of importance.
 - Work on each task until it is finished.
 - Cross each off as it is accomplished.

Staying with your goals gets results

- Excuses are the enemies of goal achievement.
- Interruptions and distractions interfere with achieving goals.
- Procrastination keeps us from achieving our desires.

Creating the right thought atmosphere is of great value

- A person's thought atmosphere is the sum total of what he thinks about himself, others, and his experience.
- Each one of us creates our experience through our own thinking.
- Maintaining positive, affirmative, loving thoughts aids in successful goal-achievement.
- Hate, fear, and anxiety are enemies of creativity.

Setting goals does not mean that we are manipulating life

- Goal-setting gives directions to our lives.
- Goal-setting is a way of selecting an objective and moving toward that objective.
- Goal-setting is an orderly approach to life.

Some guidelines you can use to advantage

1. Set goals that challenge. Set goals that are mind-stretchers, not mind-breakers.
2. Identify with your goal. Set your own goals.
3. Set goals in the affirmative. (I am free of the smoking habit, rather than I do not smoke.)
4. Remember, we live in an abundant universe. It is never necessary to lie, cheat, steal, or injure anyone to achieve worthwhile goals.
5. Beware of goals that are based on envy, jealousy, or false motives. They can only boomerang.
6. List your goals in the present tense as if they have already happened. Accept them in your mind NOW. (I accept the perfect, right employment for me, rather than I want a good job.)
7. Be sure you are willing to accept everything that comes with the goal.