



**Goal Setting
Lunch and Learn
April 29, 2010**

Sources for Research for Presentation

**“The 7 Habits of Highly Effective People” by
Stephen R. Covey**

GoalSetting-worksheet.com

The Practice of Leadership

Goal for It

Cigna Behavioral Health

Why do people fail?

97% Of Population Fail for One Reason:

They Don't Know How To Set Goals

From www.goalsetting-worksheet.com

Why Set Goals?

- **Act or be acted upon**
- **Know where you want to go**
- **Ability to measure your progress**
- **Gives you the assurance, that the activities you're engaged in, will lead you to your ultimate goal**

Paradigm

- **Greek**
- **Originally a scientific term**
- **Today, it's commonly used to mean a model, theory, perception, assumption, or frame of reference**

New Paradigm

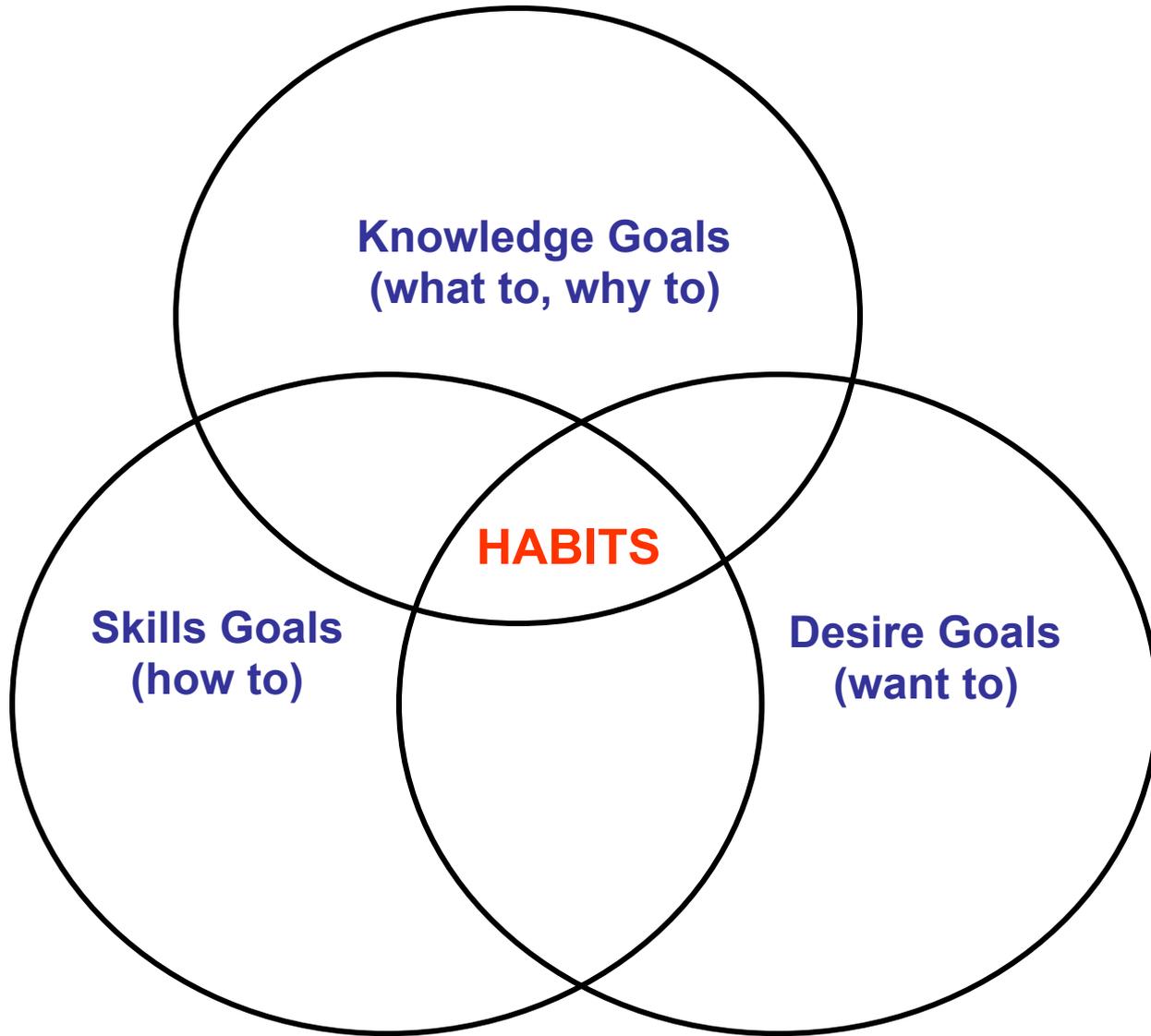
- **Paradigms are like maps. A map is a simple explanation of certain aspects of the territory.**
- **A paradigm is a map that is a theory, an explanation, or model of something else.**
- **Goals are like maps. They give you a route to follow.**

Effect of No Goals

- **If you do not set your goals and act upon them, other disruptive agendas, dysfunctional issues, and irrelevant problems will keep you from being focused on achieving what is important to you.**
- **You can have a great attitude and strong work behavior, but if you do not have a road map (a guide to where you are going), it will be harder to achieve your goals.**

Types Of Goals

- **Knowledge Goals - What to and Why to**
- **Skills Goals - How To**
- **Desire Goals - Want To**



PERSONAL GOAL-SETTING WORKSHEET

- **Goal-setting is a powerful exercise. When you write down your plans, they have a way of becoming reality.**
- **This goal-setting worksheet will help you define what's important to you.**
- **Copies Available at Presentation Desk**

SMART

Specific

Measureable

Action Oriented

Realistic

Time-Driven/Timely

Specific

Needs to be:

Clear

Focused

Concise, and

Well defined

Specific Example

Vague:

I want to get my college degree

Specific:

I am going to get my associate degree in
Liberal Arts

Measureable

**Needs to have the following in order to
measure your success:**

- **Timeframe**
- **Dates**
- **Dollar Amount**
- **Number of credits**

Measureable Example

An Un-measured Example:

I want to get my degree, someday

A Measured Example

I am going to get my associate degree in Liberal Arts, by next summer

Action Oriented

Requires you to take action

No luck or wishful thinking or waiting to get lucky. Odds of winning the lottery are greater than 1 in 5 million.

Action Oriented Example

A non-action oriented example:

I want to get my degree, someday.

An action-oriented example:

I will take one class a semester and pass all my classes to earn my associate degree in Liberal Arts, by next summer.

Realistic

Goals need to be:

- **Manageable**
- **Attainable**
- **Believable**
- **Your own**

Realistic Example

A non-realistic example:

I want to get my degree next month.

A realistic example:

I will take one classes a semester, pass all of the exams, and advance 9 credits closer to my associates degree in Liberal Arts.

Time Driven/Timely

Goals need to have:

Starting point

A timeline

An ending point

Can be broken down into smaller objectives

Time Driven/Timely Goal

Examples:

- **Short term - to be accomplished in 6-12 months**
- **Medium term - to be accomplished within 1-5 years**
- **Long term - to be accomplished within 5-15 years**

Time Driven/Timely Examples

An undefined example:

I want to get my degree some time in the future

A timely defined example:

I am going to get started tomorrow taking one class a semester and I will pass all my exams to earn my associate degree in Liberal Arts by the end of the year 2011

Factors For Success

- **Goals should be written down in positive terms.**
- **Goals should be posted in a prominent place, so you can stay focused.**
- **Goals have to be your own if they are to be achieved.**
- **Be flexible to the situation; change is feasible if life circumstances change. If your deadline becomes unrealistic, change.**

What's Next?

Own and Won

Difference?

Difference between Won and Own

The transposition is just one letter.

Goals

If you own them you won them

Next

- **Write your goals down**
- **Make it personal**



My Professional Goals for 2010

- **Complete 70% of the personal pages for Burlington and 50% for Mesa by December 31, 2010.**
- **Present a lunch and learn seminar on goal setting with attendance of 30 employees by July 1, 2010.**
- **Present a seminar to an industry forum (NNEAPS, NEAPS, AA-ISP) on recruiting talent acquisition topic, directly working with materials developed and used by BAO or in recruiting practices by 10/1/10.**
- **Recruit candidates from 10 different sources including 25% of hires from employee referrals and 15% from personal surgical recruits by 12/31/10.**

My Personal Goals-Family/Home

- **Teach Hunter his ABC' s by 12/31/2010**
- **Seal sidewalk at house by 7/1/10**
- **Remove tree on side of garage by 5/1/10**
- **Replace the carpet on the stairway by 6/1/10**
- **Remove and replace the fence by October 1, 2010**

My Personal Goals

- **Sit atop the spiral hotel in magazine and take a picture by 7/1/2010.**
- **Write in a legible manner greater than 50% of the professional written mechanisms by the end of the year.**
- **Be able to draw a Peanuts character by the end of the year (leftover from 2009).**

The Closing Quote

Three men were laying brick.

The 1st was asked: “What are you doing?”

He answered: “Laying some brick.”

The 2nd was asked: “What are you working for?” He answered: “Five dollars a day.”

The 3rd man was asked: “What are you doing?”

He answered: " I am helping build a great cathedral.”

Which person are you?

Charles M. Schwab

The Closing Thought

What are you building with your life?

Your goals will determine what you are building. Make yours a cathedral.