## Guidelines

- Please keep yourself on mute.
- Pin the presenter's screen.
- Use the chat box for Answering Queries and concerns.
- Please do not use the option "present screen"
- You are allowed to chat with the teacher and not among yourselves.





## What is goal setting?



Goal setting is the process of deciding
what you want to accomplish
and devising a plan to
achieve those desired results. ...



# WHY IS GOAL SETTING CRITICAL?

Goals create focus & direction

Goals challenge you to grow

Goals drive you to take action

Goals offer inspiration









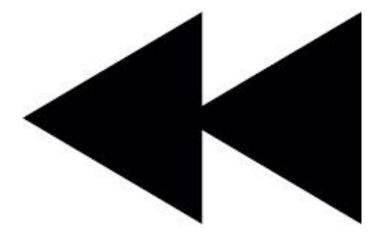
Goals help describe success. People tend to maintain expectations, not surpass them. Thus, expectations or goals should be challenging, yet within a person's grasp.







## Always work in reverse









## However, in order to achieve your goal you must break it down







a little progress each day adds up to big results



### The Model





#### **BREAK IT DOWN**

Think of the top 2-3 milestone
Actions you need to do to
accomplish this priority. Write
down what they are, who will
do them and by when.

#### **MAKE IT ACTIONABLE**

Use a verb when writing your priority name. Be clear and specific about what you will actually *do*. Anyone should be able to understand your goal.

## **CONNECT TO**

#### WHY

Understanding how this goal fits into the big picture is important and will help you stay motivated. Link this priority to your longer-term strategy or connect it to your larger goals.



## ASSIGN AN OWNER

Many people may contribute work to your priority or goal, but there should only be one owner – one person who is ultimately accountable for the priority's success.

#### **DEFINE SUCCESS**

Agree on clear success criteria for your priority so that everyone is aligned on what achieving the goal looks like. We use a simple Red-Yellow-Green method.

#### **ESTABLISH TIMING**

Set clear start and end dates for your priority. Be realistic about when you can accomplish this goal. Having a set due date in mind will help you plan your execution.

#### Get started



# 6 GOLDEN RULES WHEN GOAL SETTING

Setting yourself up for success, not failure

Future-proof your goals

Create a clear roadmap to achieve your goals







Take considered risks

Have an attitude of action

Goals offer inspiration









## Implementation

- Think about the results you want to see. Before you set a goal, take a closer look at what you're trying to achieve and ask yourself the following questions: ...
- Create SMART goals. ...
- Write your goals down. ...
- Create an action plan. ...
- Create a timeline. ...
- Take action. ...
- Re-evaluate and assess your progress.



## **SMART Goals**





## The 10 Main Benefits of Goal-Setting

- 1. Improves your self-image
- 2. Makes you aware of your strengths.
- 3. Makes you aware of your weaknesses so you can begin to improve them and make them into your strengths.
- 4. Gives you a sense of past victories and provides a stimulus for present successes.
- 5. Helps you visualize.
- 6. Gives you a track to run on so you can see where you have to go.
- 7. Forces you to set priorities. Priorities establish direction to your pursuits.
- 8. Defines reality and separates it from wishful thinking.
- 9. Makes you responsible for your own life.
- 10. Serves as a criterion to sharpen decision making.



## Challenges of goal setting

Although goal setting is rewarding, some difficulties do exist:

- It is sometimes difficult to quantify and qualify what goals or actions should be.
- Goal setting takes time. Initially the members must be introduced to the process, develop necessary skills, implement procedures and record evaluations.







