

### Exercise: Begin with the End in Mind

Imagine it's one year from now...and you're looking back over FY 2021/22. What would you like to have done/achieved:

- Professionally?
- Personally?

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### Other Strategies

- Review your job description
- Network strategically (e.g., groups that interest you, professional associations, individuals in roles you're targeting, etc.)
- Put yourself in situations that inspire you (e.g., spend time with high performers, listen to podcasts, read, etc.)
- Seek feedback from peers and supervisors
- What else?

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### "Frequent Flyer" Goals

- Achieve excellence in my new role  
*(when you're new-ish in a role)*
- Improvement in my current role  
*(add value when you're tenured)*
- Advancement  
*(when you want to move around or ahead)*

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### #1 Obstacle



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### The Myth of "Time Management"



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### Benefits of Goal Attainment

- For you?
- For your team/division?
- For the city/organization?

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## How Will You Get There?


### SMART Objectives



The diagram shows the acronym SMART with each letter in a large, bold font. Below each letter is a small icon and a label: 'S' with a target icon and 'Specific'; 'M' with a bar chart icon and 'Measurable'; 'A' with a line graph icon and 'Attainable'; 'R' with a circular arrow icon and 'Relevant'; 'T' with a clock icon and 'Time Based'.

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## Time is a "Choice"



A black and white photograph of a woman with long hair, smiling and speaking into a microphone. She is wearing a dark top.

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## Bullet Proofing

Consider:

- What is likely to throw you off? What obstacles do you foresee? How can you overcome them?
- What do you need to sacrifice?
- Are you willing to make that sacrifice?

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## Communication is key!



An illustration showing two stylized human figures on either side of a large speech bubble. Inside the speech bubble is a lightbulb icon with plus signs, symbolizing an idea or communication.

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## Talk With Your Supervisor

- Take responsibility for your own development
- Ask for input, feedback and coaching
- Ask for the resources you need to achieve your goal
- Share what motivates you

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## Development Discussions

- Allocate time (60 minutes)
- Eliminate/limit distractions and interruptions
- Begin with your goal and the benefits
- Review your development plan
- Ask for feedback (after each objective and at the end of the discussion)
- Establish frequency for future conversations; set your next meeting

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Top Challenges

- No clear goal
- No plan
- Lack of understanding about choice and sacrifice

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Focusing on What Matters vs. Managing Time

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