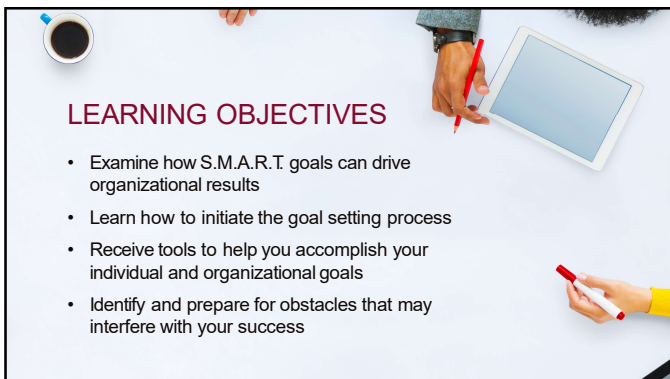


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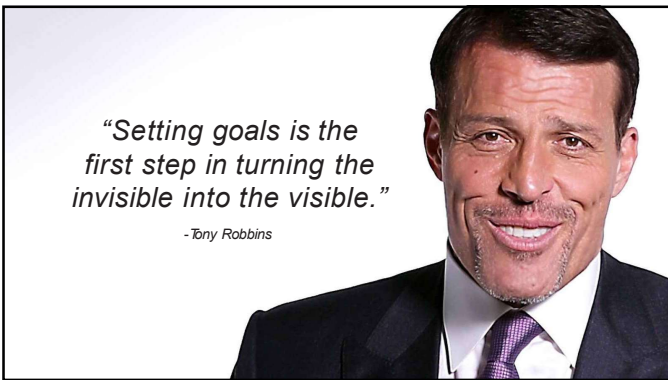
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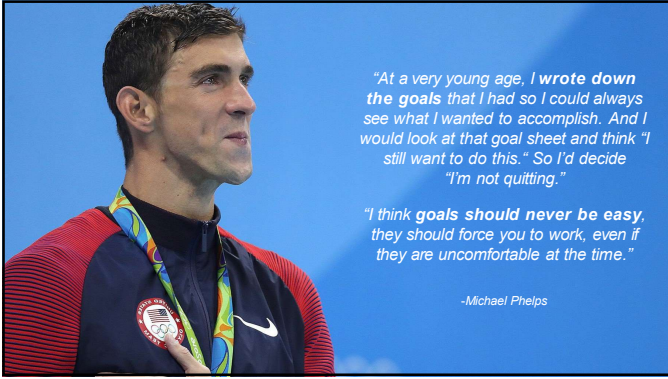
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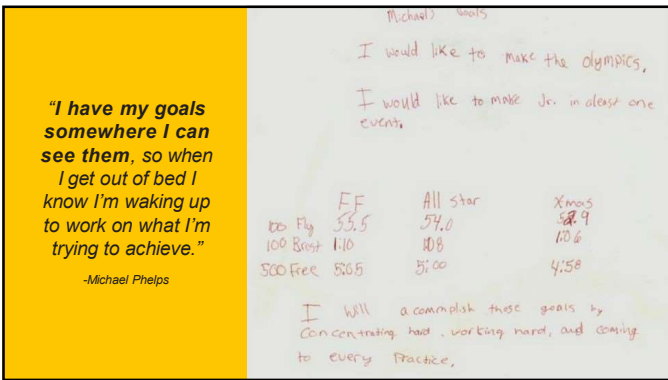
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9


TYPES OF GOALS

Short
Term
Goals

Long
Term
Goals

Stretch
Goals

Lifetime
Goals



10

Goals:

S SPECIFIC

M MEASURABLE

A ACHIEVABLE

R RELEVANT

T TIME-BOUND


SPECIFIC – Summarize outcomes in a clear/ concise way

MEASURABLE – Describe the outcome in terms of the selected measure

ACHIEVABLE – Describe significant actions that will be taken to achieve the desired outcomes

RELEVANT – Describe the benefits the outcome will have on the team or organization

TIME BOUND – Specify a completion date



11

BROAD
GOAL

I want to grow my business





12

Goals:

- S** SPECIFIC
- M** MEASURABLE
- A** ACHIEVABLE
- R** RELEVANT
- T** TIME-BOUND

SPECIFIC
I will acquire three new clients for my consulting business.

13

Goals:

- S** SPECIFIC
- M** MEASURABLE
- A** ACHIEVABLE
- R** RELEVANT
- T** TIME-BOUND

MEASURABLE
I will measure my progress by how many new clients I bring on, while maintaining my current client base.

14

Goals:

- S** SPECIFIC
- M** MEASURABLE
- A** ACHIEVABLE
- R** RELEVANT
- T** TIME-BOUND

ACHIEVABLE
I will ask current clients for referrals, launch a social media marketing campaign and network with local businesses.

15



RELEVANT
Adding additional clients to my business will allow me to grow my business and increase my revenue.

16



TIME-BASED
I will have three new clients within two months.

17



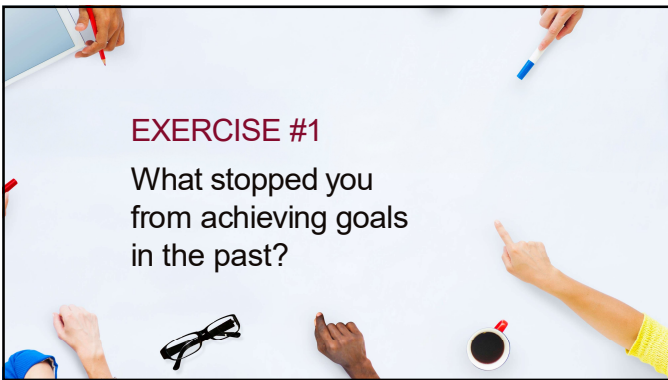
SMART GOAL

I will acquire three new clients for my consulting business within two months by asking for referrals, launching a social media marketing campaign and networking with local businesses. This will allow me to grow my business and increase my revenue.

18



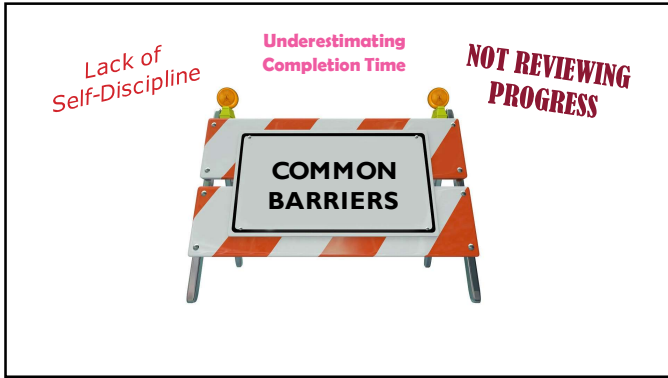
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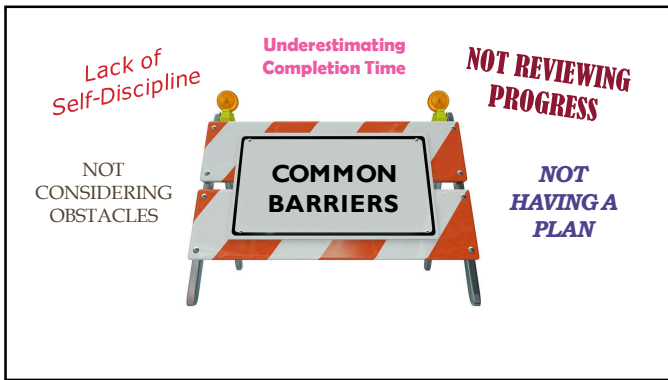
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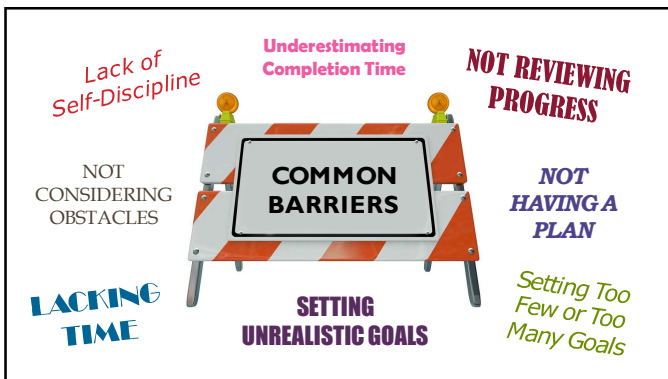
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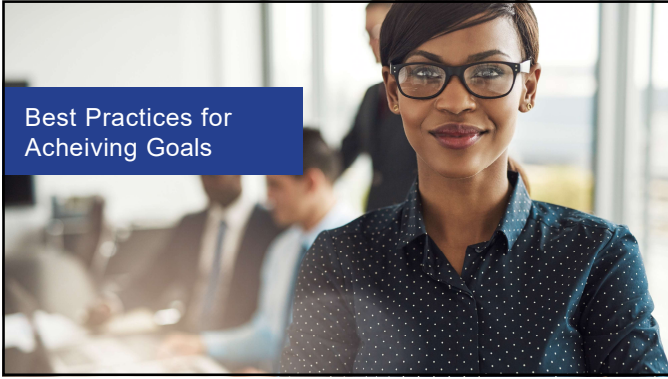
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25



26



27

BEST PRACTICES FOR ACHIEVING GOALS



- Make S.M.A.R.T. Goals
- Write Them Down
- Keep it Positive
- Break it Down
- Plan for Obstacles
- Accountability
- Create Deadlines
- Practice Good Time Management Skills
- Review Your Progress

28



KAYLA ISTINES

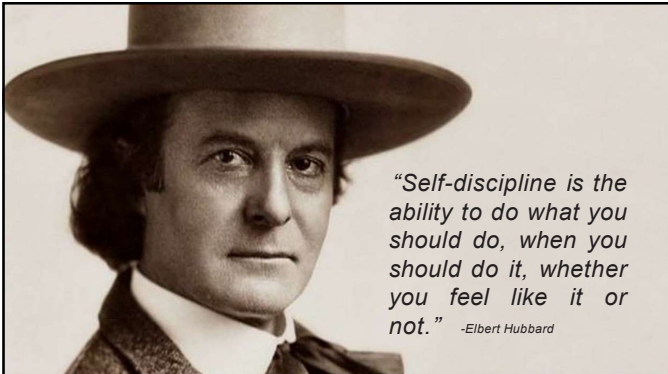
Creator of the BBG Programs

I don't set a generic goal, I make it really specific, and then plan in detail. If I say I'm going to get stronger, I then figure out: how many times a week I'm going to train, which program I'm going to do, what time I'm going to train, who's going to look after Arma while I'm at the gym and when is the best time to eat around my workouts. Every day this needs extra planning too - I need to have all my gym clothes ready, my water bottle and my bag. I make sure I have EVERYTHING I need to be successful, rather than having a vague goal and just hoping somehow I'll get there.

What are YOUR goals for the next year? Have you joined the SWEAT Challenge? Let's start 2020 STRONGER TOGETHER! 💪

DECEMBER 27, 2019

29




"Self-discipline is the ability to do what you should do, when you should do it, whether you feel like it or not." -Elbert Hubbard

30

SELF-DISCIPLINE

Self-discipline requires *delayed gratification*, the ability to put off satisfaction in the short term in order to enjoy greater rewards in the long term.



31

PLAN FOR OBSTACLES

What logistical constraints might make it difficult for you to achieve your goals?

What behaviors might make it difficult for you to achieve your goals?

Who might make it difficult for you to achieve your goals?

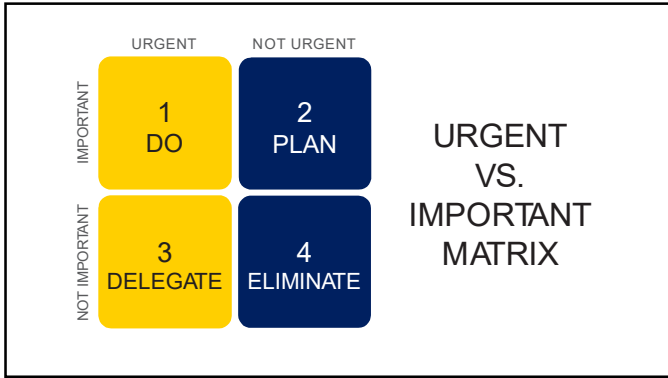
32

TIME MANAGEMENT BEST PRACTICES



- Don't Multi-task -----
- Leverage Technology -----
- Complete Tasks in Batches -----
- Just Get Started -----
- Avoid Interruptions -----
- Prioritize Important Tasks First -----

33



34

Let's Get Started

A simple truth: your team can't achieve a goal it doesn't know about. Goals give us targets and guide our actions for achievement.

69% of high performing companies rank communicating business goals company-wide as the most effective and important way to build a high performing team.*

*www.workboard.com



35

QUESTIONS TO START WITH

- What is your organization's mission and values?
- What are your organization's goals? What are the department's goals? What are the function's goals?
- What are your priorities and responsibilities?
- What does success look like for me/for the team?
- How can I align individual development needs to work that drives team, function, division and/or organizational goals and strategies?
- What do I need to share with my team?
- How do I plan to share this with my team?



36

LIST 10 GOALS YOU WOULD LIKE TO ACCOMPLISH BY THE END OF THE YEAR

ASK YOURSELF:

What is the one goal that will have the greatest positive impact on your organization?

How will the goal positively impact your organization?



37

LESS IS MORE

Fewer goals allows you to focus on making a difference where it matters most

Limit the number of goals to focus attention and help people make better choices with their time.

The ideal number of goals is 3 – 5



38

SMART RESOLUTIONS

SPECIFIC: Describe your goal and what you hope to accomplish. Be specific

MEASURABLE: How will you measure progress towards meeting your goal?

ACHIEVABLE: Choose a goal that is attainable. What actions will you need to take to achieve this goal?

RELEVANT: Why is this goal important? What impact will reaching this goal have on your organization and/or life?

TIMELY: How long will it take you to reach your goal?




39

**NEXT STEPS:
WHAT SPECIFIC ACTIONS WILL YOU TAKE?**


This Week **Next Week** **Next Month**

40

Final Thoughts



41



Michelle Abraham
*Leadership Development & Training Consultant
UMass Global Instructor*

Q&A

42
