

Goal Setting

Most people aim at nothing in life and
hit it with amazing accuracy !!

- A man was travelling and stopped at an intersection. He asked the elderly man, “Where does this road take me?” The elderly person asked, “Where do you want to go?” The man replied, “I don’t know.” The elderly person said, “Then takes any road. What difference does it make?” How true. When we don’t know where is going, any road will take us there.

Meaningless Goals

- A farmer had a dog who used to sit by the roadside waiting for vehicles to come around. As soon as one came he would run down the road, barking and trying to overtake it. One day a neighbor asked the farmer "Do you think your dog is ever going to catch a car?" The farmer replied, "That is not what bothers me. What bothers me is what he would do if he ever caught one."
- :: Moral of the Story ::
 - Many people in life behave like that dog who is pursuing meaningless goals.

First set Meaningful and Realistic goal and then work to achieve GOAL.

Why don't more people set goals?

- A pessimistic attitude
- A lack of ambition – This is a result of our value system and lack of desire to live a fulfilled life. Our limited thinking prevents us from progress. There was a fisherman who, every time he caught a big fish, would throw it back into the river, keeping only the smaller ones. A man watching this unusual behavior asked the fisherman why he was doing this. The fisherman replied, “Because I have a small frying pan.” Most people never make it in life because they are carrying a small frying pan. That is limited thinking.
- A fear of rejection
- Procrastination
- Low self-esteem
- Ignorance of the important of goals
- A lack of knowledge about goal-setting

Why set Goals?

1. You take control of your life
2. You focus on the important things
3. You will make good decisions
4. You can finish the task efficiently
5. You will be self-confident and enthusiastic
6. You will make progress
7. You are closer to success

DEFINITION

Goal

- A goal is a desired result that a person plans and commits to achieve.
- An aim or objective towards which an endeavor is directed.
- A goal is simply a target which an individual or organization intends to reach or achieve.

Goal setting

- Goal setting involves the development of an action plan designed to motivate and guide a person or group toward a goal
- **goal setting** is the process of identifying something that you want to accomplish and establishing measurable **goals** and timeframes.

Why setting goal ?

- It gives you long-term vision and short-term motivation .
- It focuses your acquisition of knowledge, and helps you to organize your time and your resources so that you can make the very most of your life.
- It allows to measure your progress because you always have a fixed endpoint or benchmark to compare with.

A GOAL WITHOUT A PLAN IS A WISH

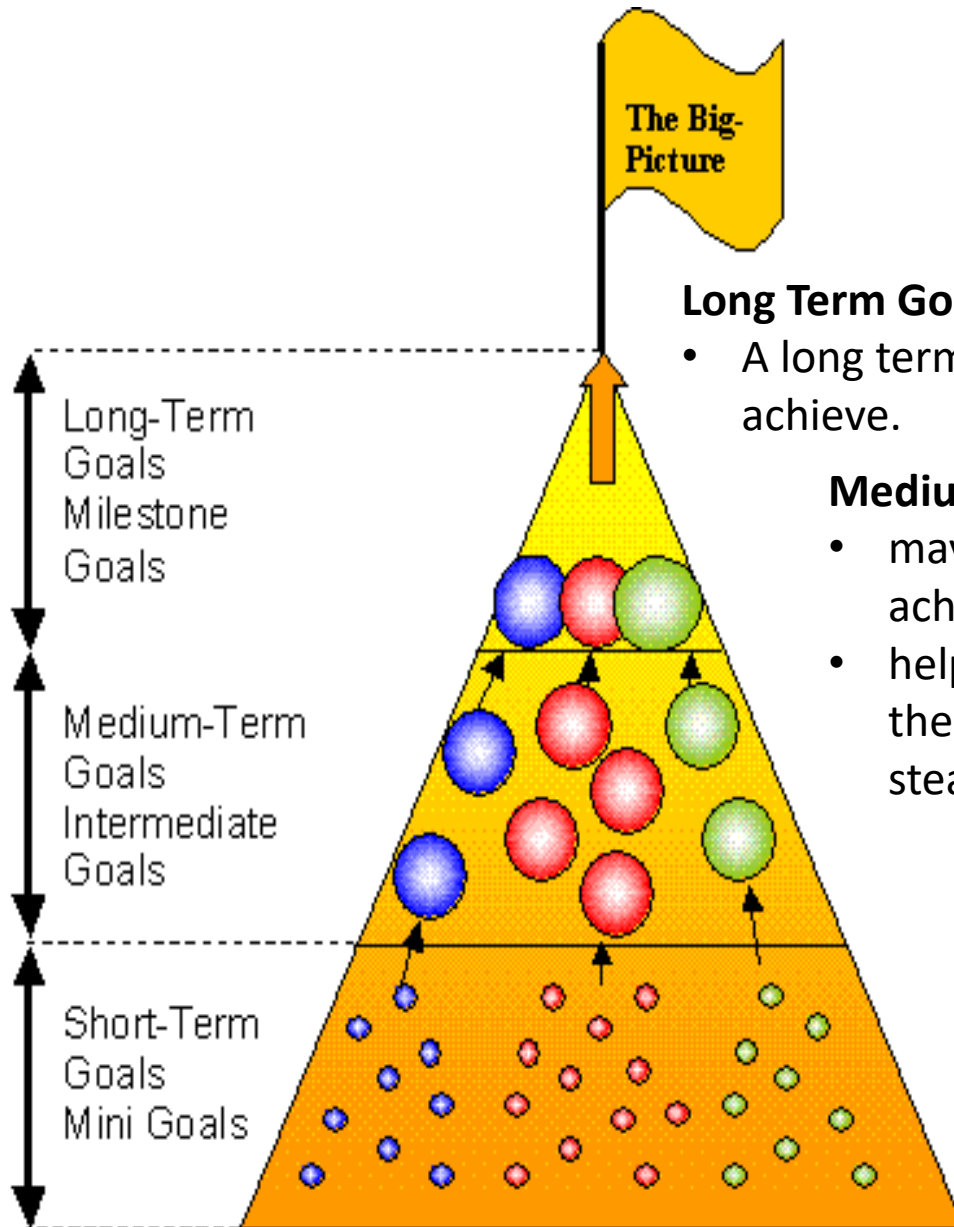
Setting Goals

- The process of setting goals is based on three steps:
 - Deciding what you want to accomplish.
 - Devising a plan to work with.
 - Working on the plan to achieve the result you desire.

IMPORTANCE OF GOAL SETTING

- Convert ideas into doable milestones.
- Have control on the direction of your life.
- Concentrate and use your time more effectively.
- Being positive.

PERIODICITY OF GOAL SETTING



Long Term Goal

- A long term goal is that goal which takes a long time to achieve.

Medium-term goals

- may take from two months to three years to achieve.
- help a person stay motivated while he is taking the day-to-day short-term steps necessary for steady progress towards long-term goals.

Short Term Goal

- A short-term goal is something you want to do in the near future.
- The near future can mean today, this week, this month, or even this year.
- A short-term goal is something you want to accomplish soon.



Specific	Measurable	Attainable	Relevant	Time-Bound
<p>Make sure your goals are focused and identify a tangible outcome. Without the specifics, your goal runs the risk of being too vague to achieve. Being more specific helps you identify what you want to achieve. You should also identify what resources you are going to leverage to achieve success.</p>	<p>You should have some clear definition of success. This will help you to evaluate achievement and also progress. This component often answers how much or how many and highlights how you'll know you achieved your goal.</p>	<p>Your goal should be challenging, but still reasonable to achieve. Reflecting on this component can reveal any potential barriers that you may need to overcome to realize success. Outline the steps you're planning to take to achieve your goal.</p>	<p>This is about getting real with yourself and ensuring what you're trying to achieve is worthwhile to you. Determining if this is aligned to your values and if it is a priority focus for you. This helps you answer the why.</p>	<p>Every goal needs a target date, something that motivates you to really apply the focus and discipline necessary to achieve it. This answers when. It's important to set a realistic time frame to achieve your goal to ensure you don't get discouraged.</p>

- S – Specific.
 - For example, “I want to lose weight.” This is wishful thinking. It becomes a goal when I pin myself down to “I will lose 10 pounds in 90 days.”
- M – Must be measurable.
 - If we cannot measure it, we cannot accomplish it. Measurement is a way of monitoring our progress. For example, 10 pounds/90 days are measurement.
- A – Must be achievable.
 - Achievable means that it should be out of reach enough to be challenging but it should not be out of sight, otherwise it becomes heartening.
- R – Realistic.
 - A person who wants to lose 50 pounds in 30 days is being unrealistic.
- T – Time-bound.
 - There should be a starting date and a finishing date.

METHODS TO ACHIEVE SET GOALS

- **Paying attention to how we set our goals makes us more like to achieve them and achieving them makes us feel good about ourselves and our lives.**
 - Decide. Think of something you want to do or work towards. ...
 - Write it down. Carefully. ...
 - Tell someone. ...
 - Break your goal down. ...
 - Plan your first step. ...
 - Keep going. ...
 - Celebrate.

Conclusion

- Goal setting is not just about identifying what you want to achieve but also how you will achieve it (process goals) and measure that achievement . Beginners require very short term, easily achieved goals to boost their selfconfidence whereas the experienced individual need more challenging yet realistic goals.

What is Time Management?

- Time management:
 - The prioritization, scheduling and execution of daily responsibilities to a level of personal satisfaction.
 - Effective time management does not mean you have more time; it means you make better use of the time you have.

Techniques of time management

- Prioritization
- Scheduling
- Execution

Prioritization

- **Rank tasks in order of importance**
 - ABC Rank-Order Method
 - Task A highest-priority, B second-priority and C low-priority
 - Rewrite and complete in new order
- **Pareto Principle**
 - 80/20 Rule, focus on 1 or 2 significant tasks
 - 2 out of 10 tasks will produce recognizable gains
- **Important-versus-Urgent Method**
 - Divide tasks into 4 boxes. Box 1 high importance and urgency. Box 4 least important and urgent
 - Start with Box 1 and work your way to Box 4

Important VS Urgent Quadrant

	URGENT	NOT URGENT
IMPORTANT	<p>Quadrant #1 "NECESSITY"</p> <hr/> <p>Your Key Action: "MANAGE"</p> <hr/> <p>Common Activities</p> <ul style="list-style-type: none">- Crises- Deadline-driven activities- Medical emergencies- Other "true" emergencies- Pressing problems.- Last minute preparations	<p>Quadrant #2 "QUALITY & PERSONAL LEADERSHIP"</p> <hr/> <p>Your Key Action: "FOCUS"</p> <hr/> <p>Common Activities</p> <ul style="list-style-type: none">- Preparation and planning- Values clarification- Empowerment- Relationship-building- True recreation
NOT IMPORTANT	<p>Quadrant #3 "DECEPTION"</p> <hr/> <p>Your Key Action: "USE CAUTION or AVOID"</p> <hr/> <p>Common Activities</p> <ul style="list-style-type: none">- Meeting other people's priorities and expectations- Frequent interruptions:- Most emails, some calls- Urgency masquerading as importance	<p>Quadrant #4 "WASTE"</p> <hr/> <p>Your Key Action: "AVOID"</p> <hr/> <p>Common Activities</p> <ul style="list-style-type: none">- Escapist activities- Mindless tv-watching- Busywork- Junk mail- Some emails- Some calls

Scheduling

- Matching a specific task with a designated time period
- Use
 - Boxing,
 - Time Mapping and
 - Clustering

Boxing

- 3 to 5 hour chunks or boxes of time
- In each time do a specific responsibility
- Geared toward big projects

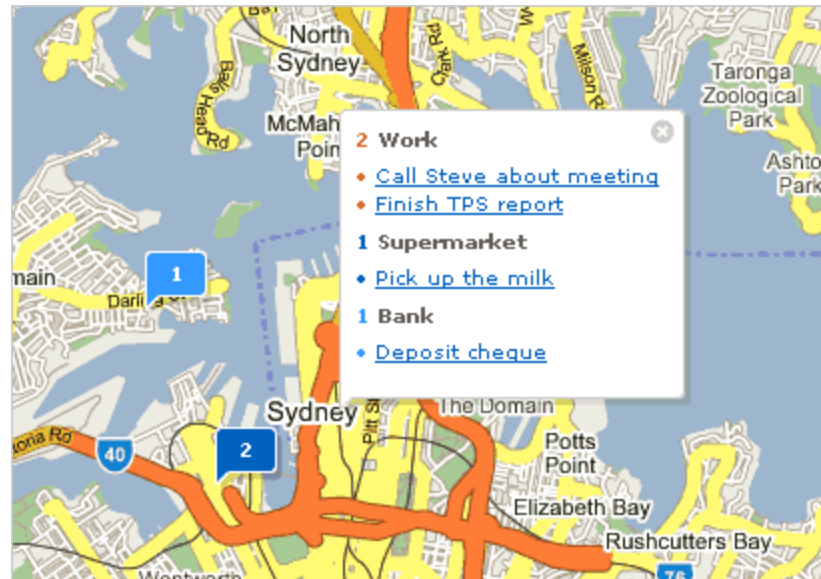
Time Mapping

- Small blocks of time 15 to 30 minutes
- Specific tasks (phone call, running errand) for specific times



Clustering

- Tasks are listed and then clustered or mapped out by location. (Useful for errands)



Prioritization and Scheduling are Partners

- At the end of the each day, look at your list to see which tasks weren't finished and then reprioritize your responsibilities for the next day

Execution

- The implementation of an established schedule

Tips to Improve Execution

- Assign a deadline for each tasks
- Break projects down into smaller tasks and assign deadline for each
- Work on one section until it's completed
- Reward yourself after accomplishment

Additional Time Management Ideas

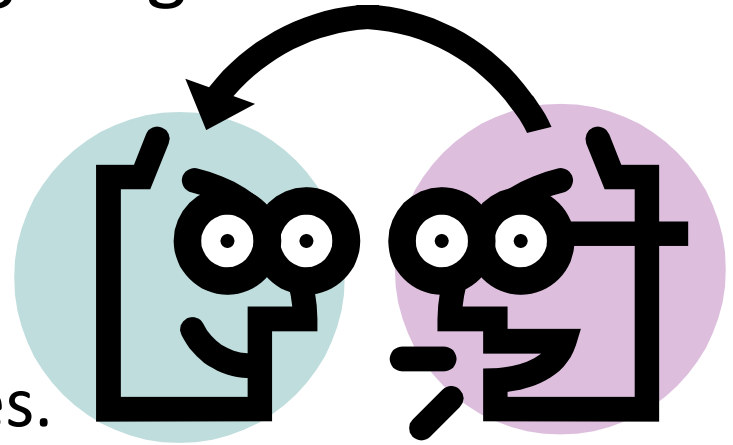
- Delegation
- Schedule interruption
- Keep a journal
- Stressed out? What to do?



- Networking
- Organizing Skills
- Recharge yourself
- Additional tips.

Delegation

- Share the responsibility with others.
- Things to notice when delegating:
 - Give clear instructions.
 - Don't delegate complicated tasks.
 - Follow up on delegated duties.



Schedule Interruptions

- Be flexible with your schedule.
- Allocate time for possible interruption.
- Prevent interruption



Keep a Journal



- Designate a place to write down important thoughts and or things that you don't want to forget.

Stressed out and feeling negative?

- Feeling overwhelmed by tasks?



What to do?

- Rate your tasks.
 - With 1 being least important and 5 being most important.
- Remove low scored tasks from your to do list and focus on higher scored tasks.



Networking

- Keep a list of contacts.
- Give out support freely.



Learn to Organize



- Designate a place for important documents.
- Learn about your resources.
- Make a list of things to do with deadlines attached.
- Use a daily planner.
- Learn to make outline.



Learn to Organize (cont.)

- Keep files of outgoing and incoming letters.
- Keep a contact list.
- Learn to say no to people.
- Delete all unwanted emails.
- Learn to utilize your free time.



Recharge Yourself

- “All work and no play makes Jack a dull boy”.
- Don’t overwork yourself.
- Find time to relax.



Additional Tips

- Limit cell phone and internet usage.
- Limit TV time.
- Keep your surroundings clean and tidy.
- Get a good night of sleep.



Additional tips (cont.)

- Don't multi-task (I guess if you have that many hands it would be ok)
- Limit your choices



Group Discussion

- List the most beneficial time management techniques that you find helpful to manage your time effectively and keep on schedule and explain why.
- What steps can you take to implement one or more of these time management techniques?

Awareness of time wasters & How to avoid them

Internal

- Procrastination
- Perfectionism
- Daydreaming
- Lack of planning
- Lack of priorities
- Leaving tasks Unfinished
- Unclear objectives & priorities
- Physical or mental exhaustion ,
Stress
- Slow skills
- Feeling of overwhelmed & Anxious
- Inability to say no
- Low motivation

External

- Work place Socializing
- Interruptions
- Too many meetings
- Unscheduled visitors
- Poor work environment
- Trying to get others
cooperation...

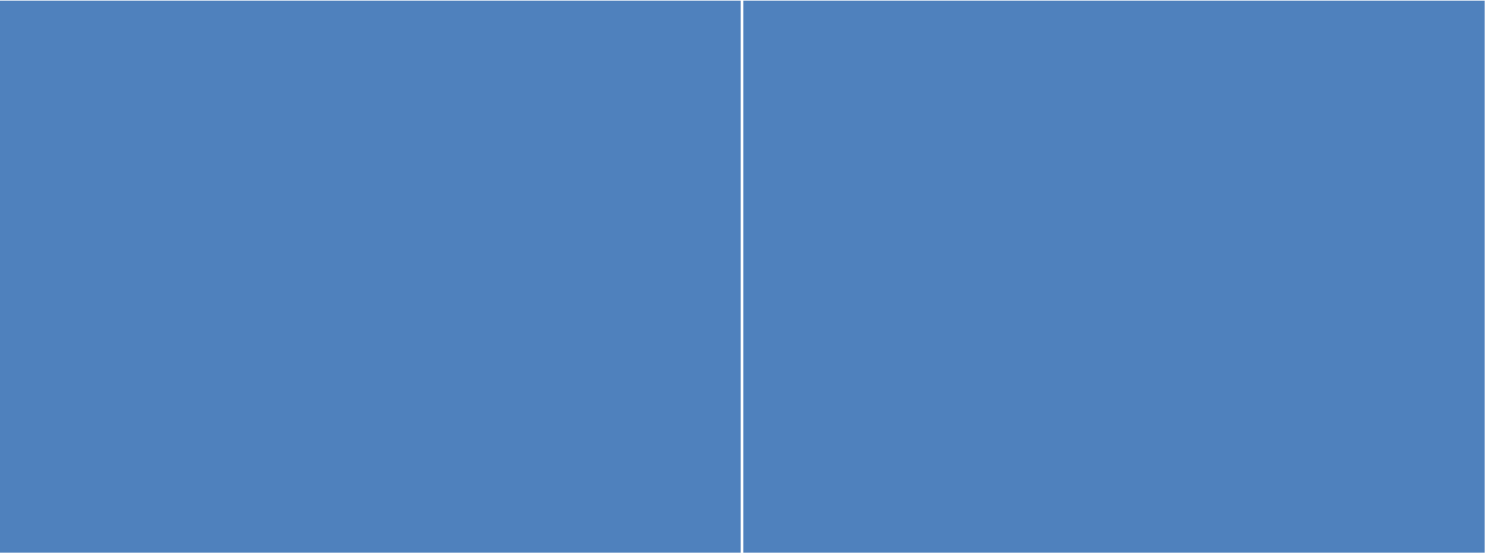
ACTIVITY IN GOAL SETTING

CREATE ACTION PRIORITY MATRIX

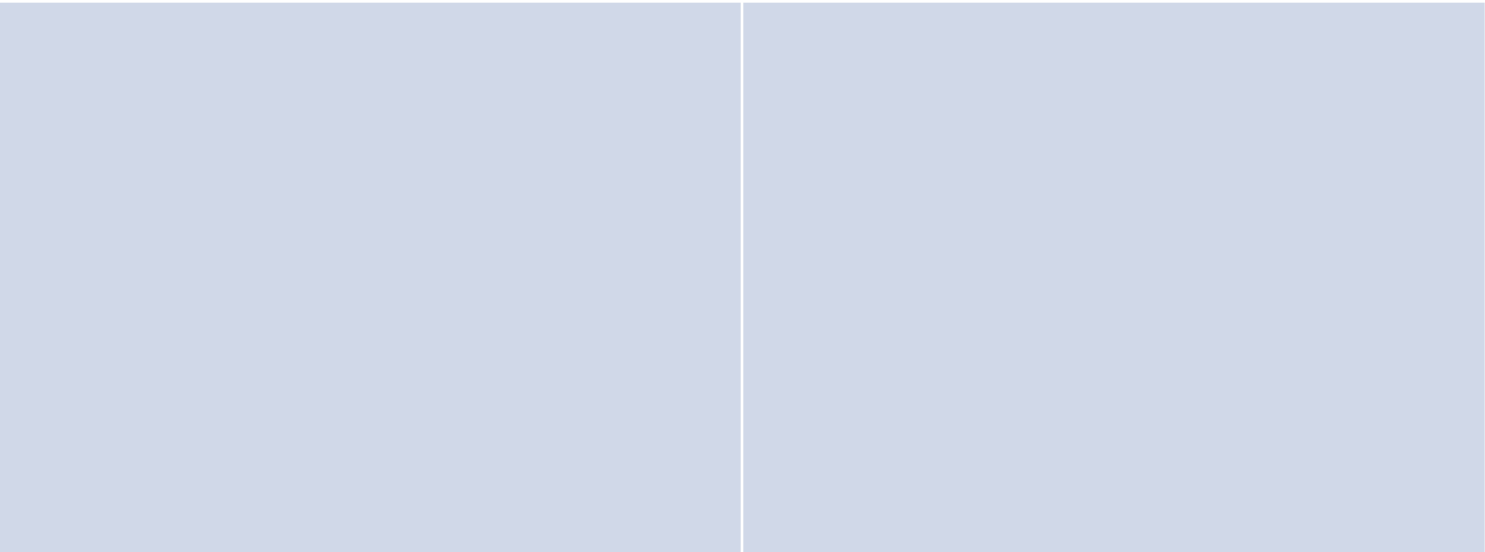
URGENT

NOT URGENT

IMPORTANT



**NOT
IMPORTANT**



CREATE YOUR PERIODICITY OF GOAL SETTING PYRAMID