



Goal Setting and Action Planning

Spring, 2009

AGENDA

- Purpose and Benefits of Goal Setting
- How to Set Goals
- Goal Setting Practice
- Purpose of Action Plans
- How to Write Action Plans

WHY SET GOALS

- Helps us understand where you want to go in life giving us a “roadmap”
- Establishes priorities
- Identifies what we want to achieve
- Keeps us on track to achieve expectations
- > Focuses our efforts, minimizes becoming derailed
- > Gives us motivation
- > Builds self-confidence

BENEFITS OF GOAL SETTING PROCESS

- > Provides long-term vision and short-term motivation
- > Focuses our acquisition of knowledge
- > Helps us to organize our time and resources
- > Measures our achievement so we can take pride in our accomplishments
- > Experience forward progress in what might previously have seemed a long pointless grind
- > Raise our self-confidence, as we recognize our ability and competence to do what we set out to do
- > Make a positive change in your life
- > Form a new habit or change an existing habit
- > Improve or develop a skill, talent, or ability
- > Realize a dream or other important outcome
- > Improve your performance on a task or activity

GOAL DEFINITION

A goal is a statement of an end result achieved in a specified period of time at an specific level of quality.

- well-defined target
- gives you **clarity, direction, motivation, and focus**

ELEMENTS OF A GOAL

- **Specific**
- **Measurable**
- **Achievable**
- **Relevant**
- **Time bound**

ELEMENTS OF A GOAL (Cont'd)

➤ **Specific**

Who is involved?

What do I want to accomplish?

Which requirements/constraints?

Why do it?

➤ **Measurable**

How much, how many?

➤ **Achievable**

Is it within your capability and control?

➤ **Relevant**

In line with personal vision?

➤ **Time bound**

When will it be complete?

SMART GOAL ADVANTAGES

- If goals are **SMART**, you'll have an accurate definition of expected accomplishments...they will be **specific**.
Do you know exactly what you want to accomplish with all the details?
- If goals are **SMART**, you'll know how much is required...they will be **measurable**.
Are you able to assess your progress?
- If goals are **SMART**, you will be able to accomplish them within the specified time period... **achievable**.
Is your goal within your reach given your current situation?
- If goals are **SMART**, you'll be focused on the right thing...they will be **relevant** to your personal vision.
Is your goal relevant towards your purpose in life?
- If goals are **SMART**, you'll have a clear picture of time requirements for each element...they will be **time bound**.
What is the deadline for completing your goal?

Your Goals

- > Does everyone have at least three goals?

ACTION PLANS

Action Plans

ACTION PLAN DEFINITION

Action plans make goals happen...

A good Action Plan sets the stage for achieving the goal – it maps out the work process with a detailed schedule of key activities needed to accomplish the goal.

ACTION PLAN CRITERIA

Action Plans:

- Provide a timetable for activities
- Determine resources required
- Identify who you will need to coordinate with and will rely on to contribute
- Anticipate problems and outline contingency plans

HOW TO WRITE AN ACTION PLAN

> **Clarify your goal:**

- What does the expected outcome look like?
- How will you know if you have reached your destination?
- What makes your goal measurable?
- What constraints do you have such as limits on time, money, or other resources?

> **Write a list of actions:**

- Write down all actions you may need to take to achieve your goal. Write as many different options and ideas as possible.
- Take a sheet of paper and write more and more ideas, just as they come to your mind. While you are doing this, try not to judge or analyze.

> **Analyze, prioritize, and prune:**

- Look at your list of actions. What are the absolutely necessary and effective steps to achieve your goal? Mark them somehow.
- Then determine, what action items can be dropped from the plan without significant consequences for the outcome. Cross them out.

HOW TO WRITE AN ACTION PLAN

> **Organize your list into a plan:**

- Decide on the order of your action steps. Start from looking at your marked key actions.
- For each action, what other steps should be completed before that action?
- Rearrange your actions and ideas into a sequence of ordered action steps.
- Finally, look at your plan once again. Are there any ways to simplify it even more?

> **Monitor the execution of your plan to measure for success:**

- How much have you progressed towards your goal by now?
- What new information you have got?
- Use this information to further adjust and optimize your plan

ACTION PLAN EXAMPLE

Goal Statement:

➤ Increase the number of times I eat healthy foods at each meal. Do not skip breakfast.

Actions:

- > Ensure I understand what foods are healthy.
- > Plan my meals.
- > Do necessary grocery shopping
- > Set aside time to prepare and eat healthy meals.

Measures of Success:

- > I eat breakfast everyday.
- > I eat one fruit or vegetable at each meal.
- > I do not eat junk food.
- > I have implemented my goal on time.

Timetable:

- > Week 1 – learn about healthy foods
- > Week 2 - Develop template to plan meals. Calendar time to shop and cook.
- > Week 2, 3 – Begin reviewing and selecting recipes.
- > Week 4 – Implement plan.

Action Plan Template

Goal Statement:

Measures of Success:

Tasks:

Timing:

Action Plan Template

Goal Statement:

Measures of Success:

Tasks:

Timing:

Action Plan Template

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Questions?



THANK YOU!