



Tool #7 - Part B

Goal Setting that Keeps You Motivated

Part B Includes:

Top 7 Key Points

2 Week Progress Report

Final Progress Report

(Part B is a Review and Follow Up from Part A)

Customer Support: Harriet@ConfidenceCenter.com
www.ConfidenceCenter.com

Employee Success Toolkit
Tool #7 - Part B
Goal Setting that Keeps You Motivated

In part A you learned many ways to set goals that will keep you motivated. Part B will help you review and record your progress.

Top 7 Keys to Goal Setting that Keeps You Motivated

Proper goal setting engenders self-confidence. You can see what you have done and what you are capable of doing. Your work and your attitude will improve when you set goals and follow through.

1. It is important to write down your goals and make them detailed. Most goals fail to materialize because they are too vague.
2. Be sure your goals are realistic and that they are not in conflict with each other. Set goals with outcomes that can be measured.
3. Visualize your goals as though you have already accomplished them. When you feel in your heart you deserve your goal and you are willing to do whatever it takes to achieve it, you have won the biggest battle—the battle with your mind.
4. Analyze your job and set priorities. You need to know what tasks are required and how to set priorities between these tasks.
5. Divide your tasks into “urgent” tasks that must be done immediately and “plan ahead” tasks which you can schedule ahead of time.
6. Rate your tasks according to importance - A, B, or C. “A” tasks may require quiet, uninterrupted time. It is essential to find time to do these, or your company’s future will be at risk.
7. When you have listed your tasks, rate their priority and make a calendar listing the tasks, go to your supervisor, and together work out a plan.

Employee Success Toolkit
Tool #7 - Part B
Goal Setting that Keeps You Motivated

Tool #7 - Two Week Progress Report
Goal Setting that Keeps You Motivated

Name _____ Date _____

Look at the goals that you set in part A of this lesson.

What have you done so far to reach your 3 main objectives in goal setting?

1. _____

2. _____

3. _____

What will you do in the next 2 weeks toward reaching your goals?

1. _____

2. _____

3. _____

Make a copy of this to give to your supervisor, and keep one for yourself.

Post your goals in your workplace where you can easily see them.

Employee Success Toolkit
Tool #7 - Part B
Goal Setting that Keeps You Motivated

Tool #7 - Final Progress Report
Goal Setting that Keeps You Motivated

Name _____ Date _____

What progress have you made towards achieving your 3 main objectives in goal setting?

1. _____

2. _____

3. _____

How have your improved goal setting skills made a difference at work?

1. _____

2. _____

3. _____

Employee Success Toolkit
Tool #7 - Part B
Goal Setting that Keeps You Motivated

Additional Resources

All are available on The Confidence Center Web at
www.ConfidenceCenter.com

Free Resources

Email Newsletter:

Employee Morale and Confidence Tips

It has creative ideas you can use every week to keep up morale.

Sign up for Free at www.ConfidenceCenter.com

Assessments:

Are you happy at work? Take the [Employee Morale Assessment](#)

How confident are you? Take the [Confidence Quiz](#)

Articles and Past Newsletters

Calendar of Special Days:

Special days you can celebrate for every month of the year.

Fun Zone:

Jokes, cartoons, and more - when you just need a break.

Coaching:

Telephone coaching by our certified professional coach. To get one *free* coaching session.

Details at <http://www.confidencecenter.com/serv06.htm>

Low Cost Resources

Products:

Books, eBooks, videos, and other products to make you more successful at work.

Seminars:

We offer in-house seminars, customized for your company or organization.

Tele-seminars:

Telephone seminars on employee morale and employee performance. These will be announced in our newsletter and on our web.