



Tool #7 - Part A

Goal Setting that Keeps You Motivated

Part A Includes:

Lesson

Quiz

Goal Setting

(Each tool is presented in a 2 part lesson format.
Part B will follow in two weeks)

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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. You will perform better and suffer less stress about your job.

In spite of the positive rewards of proper goal setting, very few people actually set goals, and when they do, they are not always successful. This is because either they set the goals because their boss asked them to, and they have no real buy-in to the program, or they set goals which are vague such as, “*I want to do a better job.*”

Setting proper goals will help eliminate attitudes that hold you back in your career.

Goals Must Be Written Down

Writing down your goals is like planting the seeds. Write a detailed description of each goal – the more detailed the better. Most goals fail to materialize because they are too vague. So, instead of writing, “*I want a more interesting job,*” describe in detail what your vision of an interesting job is. State your goals as simply and explicitly as possible.

Make sure your goals are realistic, and that they are not in conflict with each other. You should be able to believe that they are attainable. One way to do this is to set goals that have outcomes which can be measured. This measurement can be as simple as hit/miss or success/failure. Also, be sure to give your goals realistic time frames.

Next to each goal write the feeling you hope to get from reaching your goal. For example, you might want excitement from a new position. Other goals might give you feelings of security, respect, social acceptance, adventure, power, career advancement, etc.

Review goals daily. When you make a decision, ask if it will bring you closer to your goal.

Visualize The Goal As Accomplished

“Goals should be thought of as already accomplished. Do not allow yourself to feel anxious about them. This will impede your progress,” warns Jack Addington, author of *All About Goals and How to Achieve 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.

Close your eyes and visualize yourself as if you already have attained the goal and are experiencing the feelings that go along with it. Feel the joy and satisfaction of the prestige of having attained your promotion.

Don’t discuss your goals with friends or family members who don’t share your enthusiasm.

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They may cause you to have doubts about your goal, or they may feel threatened and subtly sabotage your success. Most of the time it is best to quietly go about pursuing your goal, only giving people information when your goal is going to affect their lives. That way you will not have the added stress of accounting to other people on your progress or making explanations if you change your direction.

On the other hand, encouragement can be very motivating. You can get encouragement from the people who will instruct you in the new skills you will need. These people have a personal interest in your progress and will be thrilled about your success.

Once you have made a list of explicit goals including time frame and success measurements, you will have to break the goal down into steps.

Set Priorities

The first step is to analyze your job. You need to know what tasks are required, and how to set priorities between these tasks. Finally, you need to allot the appropriate amount of time to each task.

Take two lined pieces of paper and title them:

1. Urgent Tasks
2. Plan Ahead Tasks

Urgent tasks are those that must be done immediately, like answering the phones, taking care of customers, and the daily crises that are inevitable. These are things that must be handled at the time they occur. List all of these on one sheet of paper.

Plan Ahead tasks are anything you can schedule ahead of time, like writing a report, attending a meeting, planning for a new product or service, etc. List all of these on a second sheet of paper.

Rate The Tasks

Next, rate the tasks on each page A, B, or C as to their importance. This takes some thought, and you may want to talk this over with your supervisor for his or her opinion.

Obviously some “urgent” daily tasks get an “A” rating while other “urgent” tasks may actually get a “B” or “C” rating in importance.

Plan Ahead tasks that are important for your company’s future success should also rate an “A”. These are tasks such as developing a new product, doing market research, etc. The problem is that these important tasks can easily be set aside to take care of the more pressing ones, and they often get put on the back burner. These tasks may require quiet uninterrupted time. It is essential to find time to do these, or your company’s future will be at risk.

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Make A Schedule

The next step is to schedule these tasks on your calendar. To make it easier to organize your tasks, use four different colors to highlight the different tasks:

1. Daily Tasks – (Yellow)
2. Weekly Tasks – (Green)
3. Monthly Tasks – (Blue)
4. Yearly Tasks – (Pink)

Take your calendar and your two pages of tasks and set aside blocks of time for doing each task. Use the same color highlighter you used on your task list to highlight the block of time for it on your calendar. This way you will be able to see at a glance if it is a daily, weekly, monthly, or yearly task. First schedule all of your “A” tasks. Then schedule the “B” tasks, followed by the “C” tasks.

Using your calendar enables you to see if you have enough time to do all of the tasks assigned to you. More likely than not, you will discover that you don’t have enough time to do everything, but there are some options:

Take your task lists and your calendar to your supervisor, and together work out a plan.

- Search for ways to do some tasks more efficiently.
- Look for unnecessary tasks that can be eliminated. Look at those you rated “C” and determine if they are necessary. (*There is nothing that wastes time more than doing something well that should not be done at all.*)
- Do the tasks you are most skilled at, and delegate some tasks to other employees.

The more tasks you have, the more essential it is to plan. Set aside time each week to plan the next week. Look at your calendar and make any necessary adjustments.

Relax

There are bound to be frustrating things that happen at work as you are trying to juggle your many tasks. This is why you must also make laughter a priority in your work life. You have a choice of whether to let frustrations bring you down, or to laugh at them. Keep a joke book handy to read when you need some comic relief and a change of perspective. Laughter relieves your tension, creates positive energy and adds fun to a hectic workday.

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Expert quoted:

Jack Addington, author of *All About Goals and How to Achieve Them*, Published by De-Vorss Publications

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Tool # 7 - Quiz
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Complete the quiz, and the answers to your supervisor.

Name _____ Date _____

1. Why is it important to write down your goals?

2. Why is it better not to discuss your goals with friends or family?

3. What are “plan ahead” tasks?

4. Why is it important to have a task list and calendar?

5. Describe 3 tasks that are described as “urgent.”

1. _____

2. _____

3. _____

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Tool #7 - Your Goals for
Goal Setting that Keeps You Motivated

Name _____ Date _____

What are your 3 main goals for this month for goal setting?

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.

1. _____

2. _____

3. _____

Signature _____

In two weeks you will receive Part B of this lesson. It will contain:

- The 7 key points from this lesson to refresh your memory, and
- A place for you to record your progress toward your goals.

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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.