

## Goal Setting to Ignite Workplace Success

### **Types of Goals**

- Long term
- Short term
- Flexible
- Rigid

### **Importance of Goal Setting**

- Keeps you motivated
- Promotes teamwork
- Makes you more efficient
- Reduces stress
- It's energizing
- Helps you reach your goals quicker

**It's important for me to set goals because...**

## **Your Reasons for Setting Your Goals**

- What's the overall purpose of my work?
- What's my team trying to achieve?
- What do I want my future to look like?

## **Steps to Setting Attainable Goals**

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

## **Examples**

Long-term goal

This year: Improve communication with department B by verifying outcomes of all significant interactions by sending a summary email and documenting the results on a dedicated tracking sheet.

Short-term goal

This week: Log meeting on Tuesday with department B and send summary email to department B within 48 hours of the meeting.

**Long-term goal:**

**Short-term goal:**

### **Anticipate Obstacles**

- Failure to be consistent
- Procrastination
- Lack of focus
- Unclear priorities
- Lack of resources

**Potential obstacles and ways to manage these:**

### **Track Progress and Adjust as Needed**

- Use tracking tools
- Schedule regular times to review
- Get feedback from others
- Make adjustments as needed

**The tool I will use to track my goals is:**

**I will review my goals (date and time):**

**“What you get by achieving your goals is not as important as what you become by achieving your goals.” Zig Ziglar**