



FOCUSED AND SELF-ASSURED: HOW SETTING GOALS CAN IMPROVE LEADERS' SUCCESS AND WELL-BEING

**A WEBINAR FOR SUPERVISORS FROM YOUR
EMPLOYEE ASSISTANCE PROGRAM**

December 6, 2023

INTRODUCTION



OBJECTIVES

- Define and review the benefits of leadership goals
- Identify areas for development and find the motivation to get started
- Explore how to develop goals that are meaningful and measurable
- Review ways to implement, track, and attain your goals

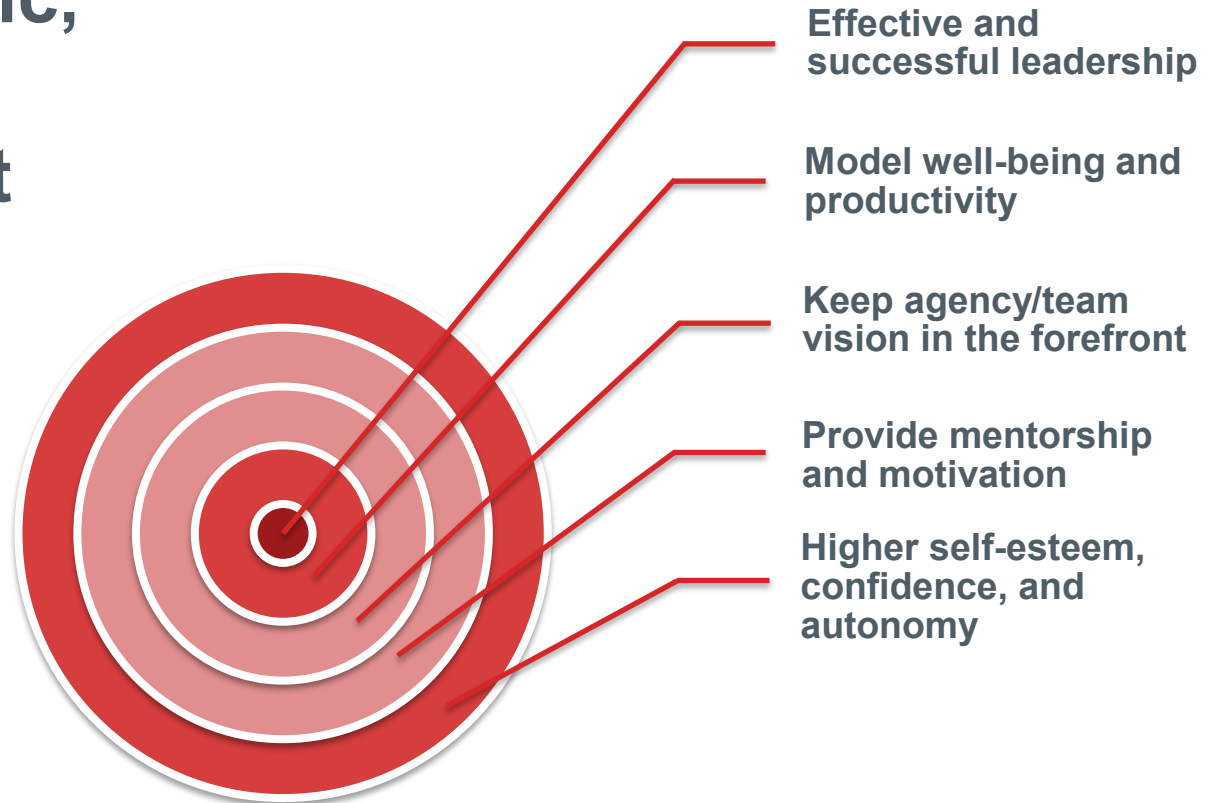


LEADERSHIP GOALS

Definition

A set of specific, measurable objectives that improve your skills as a manager

Benefits



SECTION 1

LOOK WITHIN

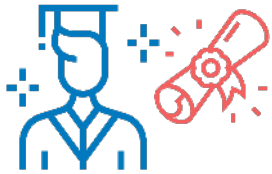
IDENTIFY AREAS FOR IMPROVEMENT

On a scale of 1-10, rate yourself on the following skills:

- Understanding and being aware of others
- Coaching and developing others
- Managing relationships (social skills)
- Communicating verbally and in writing
- Sharing directives and delegating work
- Taking responsibility for my actions and mistakes
- Accepting other points of view and perspectives
- Managing my emotions
- Adapting to new circumstances/changes

THE ROLE OF MOTIVATION

Motivation is the process that drives you to complete a task or behavior



Intrinsic motivation

- The **internal** incentive to work toward something because you find it rewarding or is connected to your values, morals, or passions
- Keeps you going for the long haul and is important for long-term commitments and ongoing personal growth



Extrinsic motivation

- The **external** incentive to earn a reward or avoid a consequence
 - Can be tangible (receiving a paycheck) or intangible (the fear of being fired)
- Increases action in the short term to complete tasks you must do but don't necessarily enjoy

THE ROLE OF GRIT

Grit reinforces your motivation to achieve your goal and involves:

Persevering to go forward



Being passionate about achieving your goal



Having an optimistic attitude to stick with it



Putting in the effort to overcome obstacles



Having a long-term vision

THE ROLE OF VALUES AND VIEWS

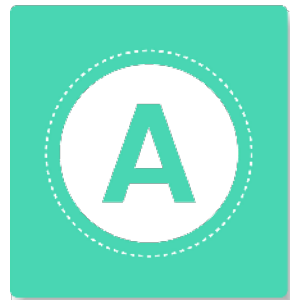
The objective of your goals should truly matter to you



SECTION 2

DEVELOPING YOUR GOALS

THE SMART GOALS METHOD



COMPONENTS OF A SMART GOAL



CREATING YOUR GOALS

Three example leadership skills you may want to develop:



Adaptability to change

Navigating uncertainty and being resilient to setbacks



Emotional intelligence and empathy

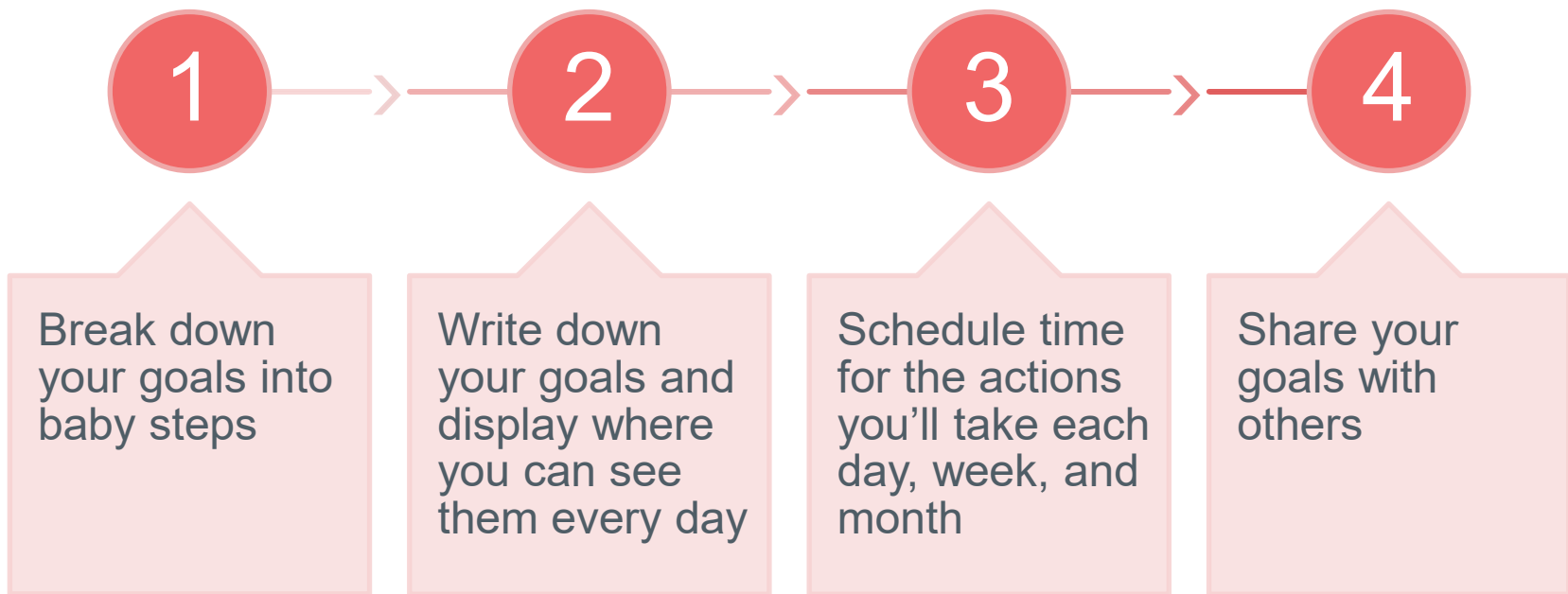
Managing emotions to connect and build trust with team



Professional development

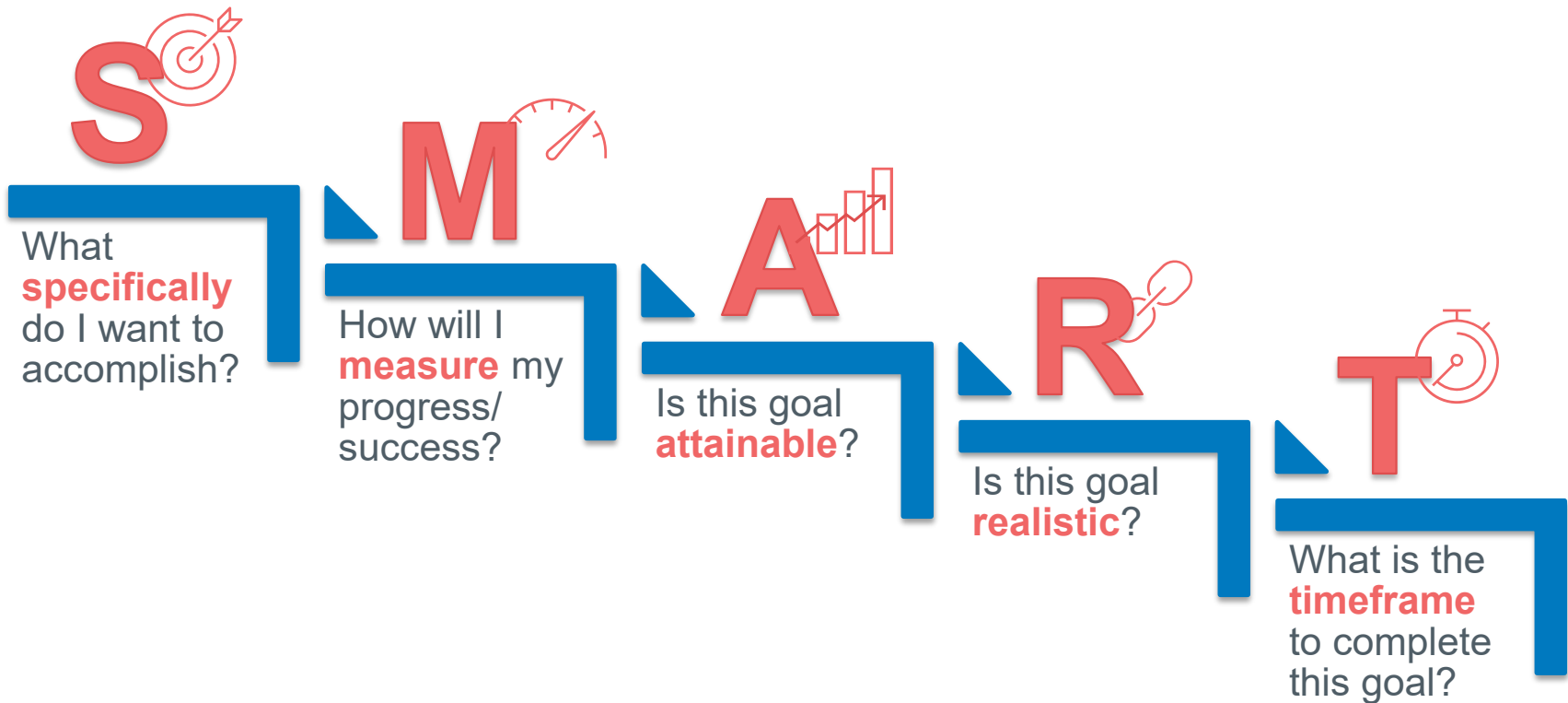
Acquiring knowledge, tools, and peer networks

PLANNING YOUR GOALS



BREAKING DOWN YOUR GOALS

When creating your goals, answer the following:



SECTION 3

MONITOR, ASSESS, PREVAIL, REWARD

MONITORING AND REASSESSMENT

An ongoing, consistent process of evaluating progress increases your chance of success



Assess and remind yourself of your:



Motivators



Values and views



Why
what's driving you
to achieve the goal



Flexibility to
modify if
necessary

OVERCOMING OBSTACLES

Thinking through possible barriers and how you'll change your actions accordingly helps prepare you to manage challenges ahead of time.



Potential obstacles:



Last-minute work crises



Personal stressors



Spur-of-the-moment events



Illness or injury

OBSTACLES EXERCISE

TIME AND SCHEDULE SCENARIOS



**Ask yourself
these questions
as you assess
challenges:**

Were you too tired or sick to do or complete something?

Did events with family or friends need your immediate attention?

Did changes in work tasks cause priorities to shift?

Did other life chores take precedence?

Did schedule changes mean there wasn't enough time?

OBSTACLES EXERCISE

EMOTIONAL AND BEHAVIORAL SCENARIOS



**Ask yourself
these questions
as you assess
challenges:**

Did you feel too stressed or overwhelmed after an event?

Did you let emotions about the goal or deadline effect your ability to complete it?

Did uncertainty or lack of confidence about a goal or deadline effect your progress?

Did you get stuck working on a project and not reach out for help?

Do you view failure negatively?

When positive emotions relate to an action, they reinforce that action or behavior.

Rewards also:

REWARDS



Provide additional motivation and reinforcement

Strengthen the connection between efforts and outcomes





Which types of rewards drive you?

SUMMARY



RESOURCES

Book

- *Drive: The Surprising Truth About What Motivates Us*
 - Daniel Pink, 2009

Websites

- 16 Personalities
 - [16personalities.com](https://www.16personalities.com)
- Human Metrics
 - [humanmetrics.com](https://www.humanmetrics.com)

Video

- Why the Secret to Success is Setting the Right Goals
 - [ted.com/talks/john_doerr_why_the_secret_to_success_is_setting_the_right_goals](https://www.ted.com/talks/john_doerr_why_the_secret_to_success_is_setting_the_right_goals)

Online Articles

- Which Factors are Associated With Monitoring Goal Progress?
 - doi.org/10.3389/fpsyg.2017.00434
- The Science & Psychology Of Goal Setting 101
 - [positivepsychology.com/goal-setting-psychology](https://www.positivepsychology.com/goal-setting-psychology)

Tools

- SMART Goal Worksheet
 - smartsheet.com/sites/default/files/IC-Project-Goals-and-Objectives-9237-PDF.pdf
- Goal Setting Tracker Planner App
 - Available on Apple or Google Play

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