

# Goal Setting

**Self Management  
key to life-time success**



# Ice breaker

- What is your favorite book?
- What is your favorite hobby?
- What is your favorite travel destination?
- What is your favorite type of music?
- What is your favorite season of the year?
- What is your favorite sport to watch?



Managers are people who do things right, while  
Leaders are people who do the right thing.

**Warren Buffet**

To achieve the goals you have never achieved before, you need to start doing things you have never done before.

**Stephen Covey**

***Write your Goal !!!***

# Objectives

- Gives a road map to life
- An Effective methods to achieve targets
- Guidance and direction
- Facilitates Planning
- Motivation and Inspiration
- Performance evaluation and control



**Goals**

1. Thinking
2. Planning
3. Get Started

# GOALS

**What is a goal?**

Something you would like to achieve

**What is the purpose of setting goals?**

Goal gives us direction and keeps us focused on what we want to achieve in lifetime



## Ask yourself.....

01. **What are some things you hope to achieve in the next few weeks or months?**

02. **What are some things you hope to achieve in the next few years?**



# Types of Goals

## Short Term

Goals that can be accomplished  
in the near future  
(within a few weeks or months)

## Long Term

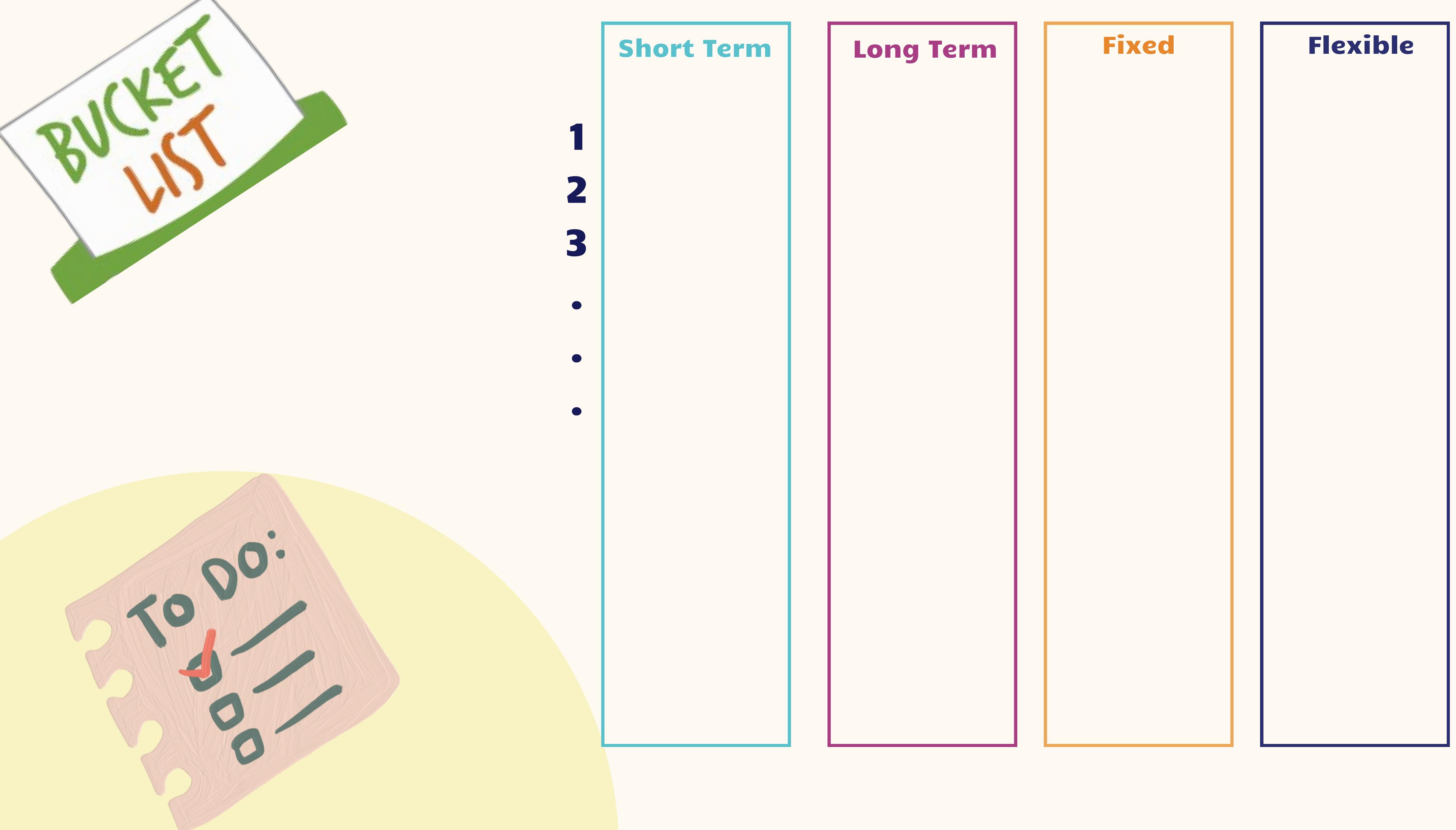
Goals that are more far  
reaching and difficult to  
achieve  
(a year or more)

## Fixed

Goals with an outcome that is  
based on a specific date/time

## Flexible

Goals that have an outcome  
but no time limit



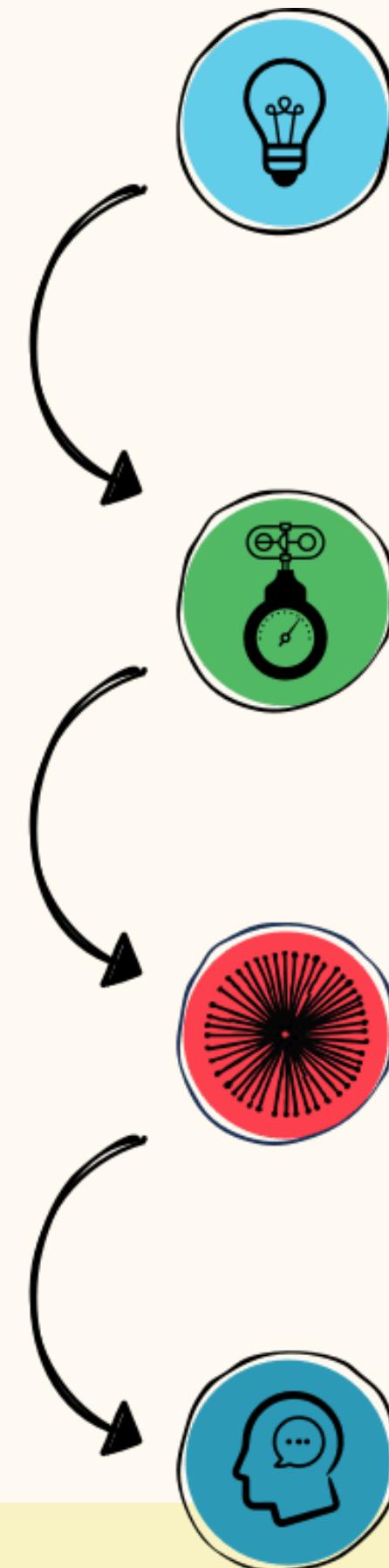
# The Best Approach?



**Setting unrealistic goals can lead to feelings of failure, lowered self-image, and lowered self-esteem**

**What makes goals unrealistic?**

- Untimely
- Requiring unavailable resources
- Too Generally Written



## Objective

Qualitative, inspiring goal for a quarter – what you aspire to achieve.

## Key Result

Quantitative outcomes for the objective – what success looks like.

## Actions

Execution required to achieve key results – what needs to be done.

## Insight

Results and learnings from the period – what can we do better





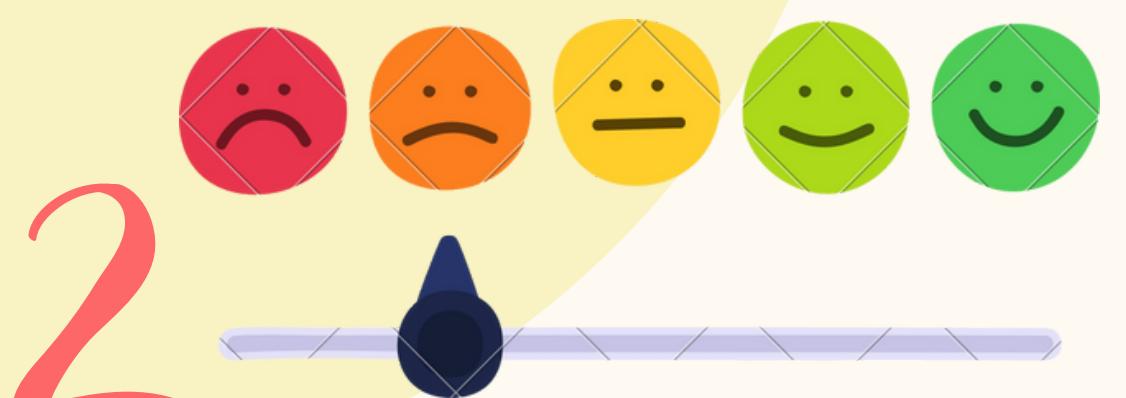
SPECIFIC

1



3

ACHIEVABLE



2

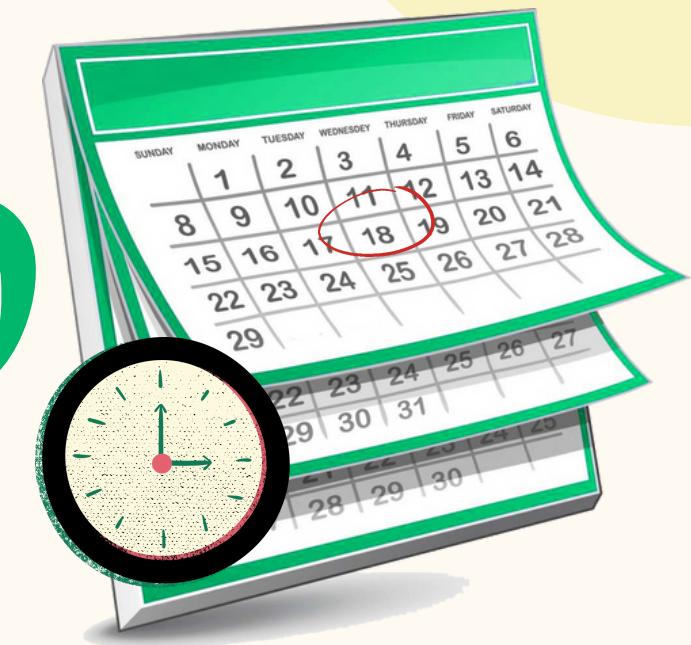
MEASURABLE



4

RELEVANT

5



TIME-BOUND

SMART

SMART  
GOALS

# Creating SMART Goals

## Ask yourself!

- What will you achieve?
- What will you do?
- Can you measure the success?
- Do you have the right skills and resources?
- Does the goal aligned with your vision?
- What is the deadline for accomplishing the goal?

S	M	A	R	T
Specific	Measurable	Attainable	Realistic	Time-bound
Do: Set real numbers with real deadlines.	Do: Make sure your goal is trackable.	Do: Work towards a goal that is challenging, but possible.	Do: Be honest with yourself- you know what you and your team are capable of.	Do: Give yourself a deadline.
Don't: Say, "I want more visitors."	Don't: Hide behind buzzwords like, "brand engagement," or, "social influence."	Don't: Try to take over the world in one night.	Don't: Forget any hurdles you may have to overcome.	Don't: Keep pushing towards a goal you might hit, "some day."

## Specific:

Goals should have expected outcomes stated as simply and clearly as possible

## Measurable:

Include how you will know if you have met your goal.

## Achievable:

Should have outcomes that are realistic given your current situation, resources, and available time.

## Relevant:

Goals should help you on your journey toward meeting larger, ultimate life outcomes.

## Time-bound:

Goals should include realistic timeframes for achievement.



# **Write Your Goal in S.M.A.R.T Criteria!**



# Goal Tracking

1. List each of your goals. ...
2. Create smaller tasks to help hit each goal. ...
3. Assign reasonable deadlines to your goals. ...
4. Review your progress regularly. ...
5. Establish a reward system for yourself. ...
6. Build a schedule to follow. ...
7. Forgive yourself when you fall off track.



01.

## Know Your Goal ✓

Think about an idea,  
identify your goal and  
write it down!

02.

## Know what to do to achieve goal? ✓

Make action plan and  
break it into smaller  
achievable steps

03.

## Keep Score ✓

keep check on each  
step you are taking.

04.

## Held Accountable ✓

Take responsibility of every  
decision you are taking to  
achieve your goals.

# Number of Goals?

## NO. OF GOALS

- 11-20
- 4-10
- 2-3

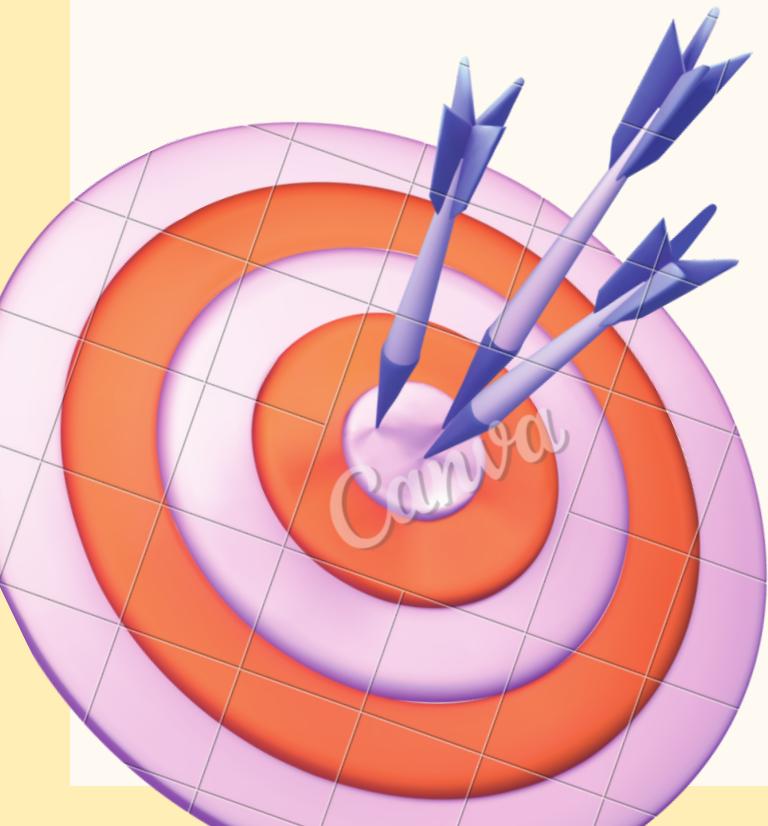
## GOALS ACHIEVED WITH EXCELLENCE

- 0
- 1-2
- 2-3



Identify the most important goal  
that won't be achieved without  
the special attention

A goal that is wildly important is  
the one that must be achieved  
or nothing else will matter very  
much

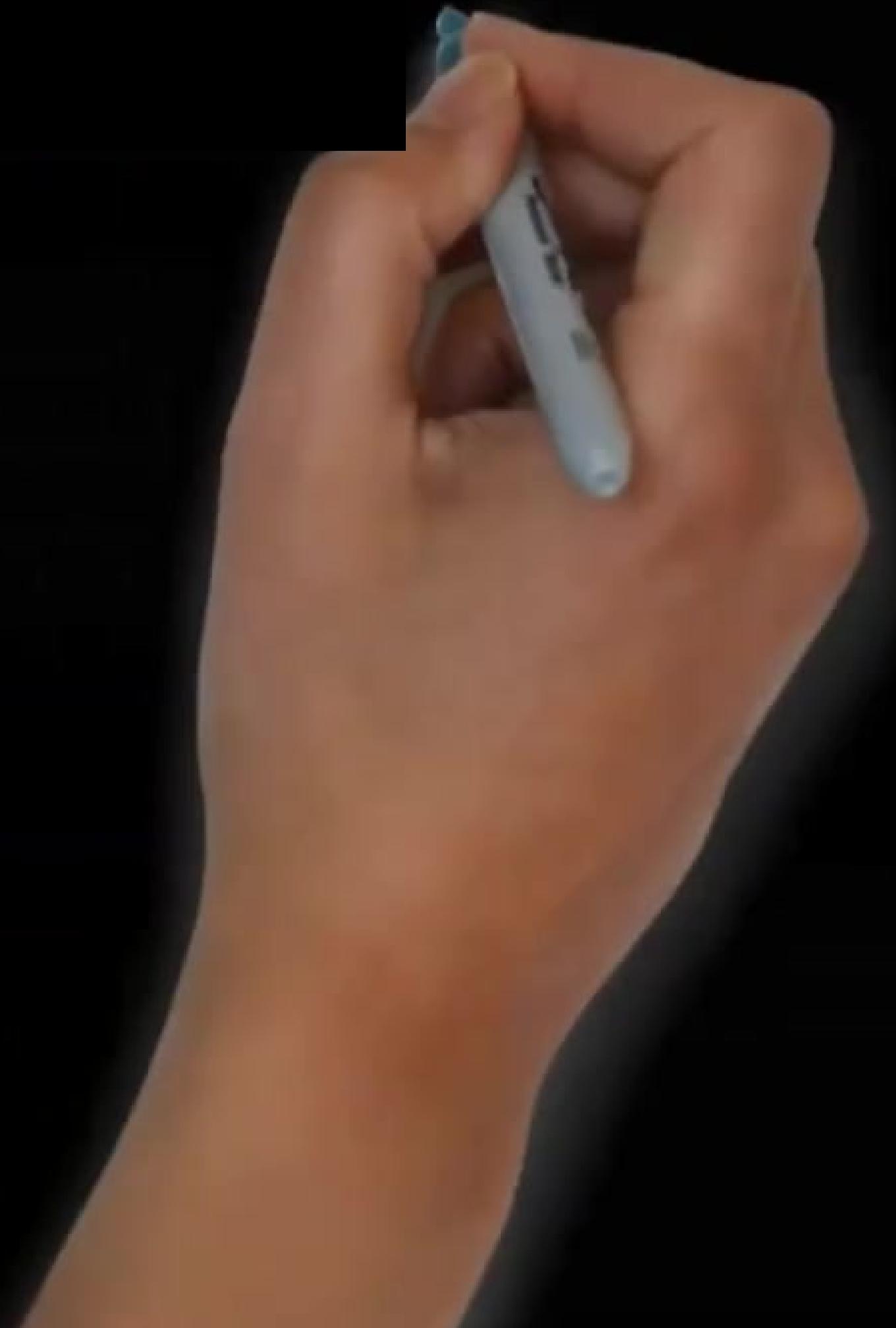


**WILDLY  
IMPORTANT  
GOAL**



**FOCUS ON YOUR WIG!**  
**'WILDLY IMPORTANT GOAL'**







# ACTIVITY

# Brainstorming

*Rapid Fire*

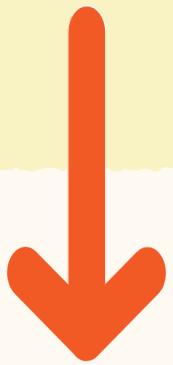




# URGENT VS IMPORTANT

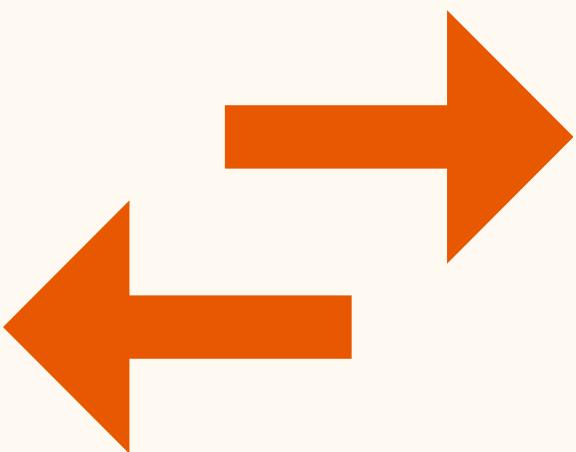
## WHIRLWIND

The Day Jobs



## URGENT

It Acts on you



## GOALS

New Activities



## IMPORTANT

You Act on them

**5**

Goals  
to  
achieve  
in  
1-5  
years

**4**

Goals  
to  
achieve  
in  
4  
Months

**3**

Goals  
to  
achieve  
in  
3  
weeks

**2**

Goals  
to  
achieve  
in  
2  
days

**1**

Goals  
to  
achieve  
in  
1  
hour



**54321 APPROACH!**



## Rewrite your goals using **5.4.3.2.1 Approach?**



# WORK PLAN

Identify the purpose  
of your work **1**

Write the introduction  
and background **2**

Write SMART  
Objectives **3**

List your resources **4**

Identify your  
Constraints **5**

Who is  
Accountable **6**

**7** Write Your Strategy



# Goal Attainment

*Put 'first things first' always  
and  
'start' with the 'end' in mind*

Direct  
Attention

Task  
Persistence

Effective  
Strategies

Energizing



# PASS THE BALL

- Breakup into smaller groups/ teams
- Aim is to pass the ball to other participant without using hands.
- Group/Team will win the game who passes the ball from one end to other without dropping it.



# **X Wrong ideas**

**IMPATIENCE**

**uncertainty**

**NO DIRECTIONS**

**Not learning from mistakes**

**being reactive**

**Distractions from main goal**

**unrealistic**



# Activity - SIX Months left

Imagine you have only six months left to live. The very worst thing that could happen to you has already happened



keep that and answer following:

- How do you spend this time?
- What would you love to do the most?
- Where do you want to spend your time?



# **Check all your goals - see if they're aligned!!!**



# Achieve Your Goal

Always remember that  
achieving your goal takes

**DISCIPLINE & COURAGE**



# Conclusions

To succeed and lead a satisfying life, keep in mind, that goal-setting skills are the key

Embrace the power of  
setting ***SMART goals***,  
persist in the ***face of challenges***,  
and  
***celebrate every milestone*** achieved

*May your goals be clear, your determination unwavering, and your actions be meaningful as you go out on this journey!*

