

Goal Setting

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"The future belongs to those who
believe in the beauty of their
dreams."

Eleanor Roosevelt

Objectives

- Describe the importance of goal setting
- Identify the impact setting *goals*
- Set realistic goals to help you reach your full potential in life
- Define goal-setting techniques
- Create *short-term* and *long-term* goals
- State the advantages of having a mentor

History of Goal Setting

- Goal setting, like other behavioral philosophies, can date back to the Greeks.
- Aristotle and Plato, where their philosophies, suggest “purpose can incite action” (George, 1972)
- Sun Tzu on how “victories, not operations, are the objective” (McNeilly, 1996).

History of Goal Setting

- Peter Drucker's (1954) book, *The Practice of Management*, is instrumental in starting the development of the SMART acronym
- Blanchard (1985) included SMART in his book, *Leadership and the One Minute Manager*, where he uses the SMART objective acronym.
- This book was first published in 1985 and appears to be one of the first books to use the acronym. Hersey & Blanchard (1988) use the term SMART goals in the 1988 version of *Management of Organizational Behavior*.

What is Goal Setting

- Goal: the result or achievement toward which effort is directed; aim; end.
(Dictionary.com)
- Setting: to put (something or someone) in a particular place

What are types of Goals?

- **Subjective Goals-** (having fun, getting fit)
- **General Objective Goals-** (winning a championship)
- **Specific objective goals-** (increasing personal status in a game)

What are types of Goals?

- **Outcome Goals-** (focuses on results of a contest)
- **Performance Goals-** Improvements relative to one's own past performance
- **Process Goals-** Specify the procedures in which the person will focus on during the event or contest

The Importance Of Personal Goal Setting

Goal: a long-term target

- Think of it as a reward at the top of a ladder; you must climb the ladder before reaching the reward
- Goals keep you focused, increase self-esteem, and help you overcome procrastination, fear, and failure
- Setting goals will help you become more successful in your career

Influence of a goal

- Goals help you keep focused on where you want to be in your future
- As a goal is reached, you will be motivated and self-confident enough to set a higher goal
- Set goals in the major areas of your life including personal, career, financial, educational, physical, social, and psychological

How To Set Goals: Long-Term Goals

- **Long-term goals:** reached within a time frame of five to ten years
- Setting long-term goals starts with thinking of what you want to accomplish in your life
- From your list of accomplishments, choose items you most value
- Keep goals realistic, attainable, measurable, and important (have a reason for the goal)

How To Set Goals:Short-term Goals

- **Short-term goals:** goals that can be reached within a year's time
- Also called objectives
- Set to help reach long-term goals
- Keep them realistic, achievable, measurable, and important to you

How To Set Goals

Important Aspects of Goal Setting

Owning the goal

Controlling the goal

Setting a time frame for the goal

How To Set Goals:Owning the Goal

- Each goal must belong to you
- YOU need to decide what your goals will be
- Do not allow others to influence the goals you set

How To Set Goals :Controlling the Goal

- Have the right information when creating goals
- Know what resources and constraints are involved
- Be flexible and maintain realistic control

How To Set Goals: Setting A Time Frame

- Setting a time frame makes the goal measurable
- You will know when you have reached your goal
- Stay positive and use detail when writing goals

Creating A Life-plan

A life-plan includes:

Personal life goals

Career life goals

Educational life goals

Creating A Life-Plan: Personal

1. Social and spiritual

- Marriage
 - Family
 - Friends
 - Religion

What types of people do you want to be a part of your life in the future?

Creating A Life-Plan:Personal (cont.)

2. Financial

- Home
 - Car
- Ownership

Where do you want to be financially? What amount of money will you be comfortable with?

Creating A Life-Plan:Personal (Cont.)

3.Activities

- Hobbies
- Life experiences

What do you want to be able to do in the future?
Will you be happy with **intrinsic** (self-satisfaction) rewards or **extrinsic** (money, praise) rewards

Creating A Life-Plan:Career

- Why is your selected career important?
- How will you know if you achieve success?
- What resources are needed?

Choosing the right career is important

- Different reasons include
 - earning power,
 - status,
 - intellect, and
 - self-satisfaction

Creating A Life-Plan:Educational

- Degrees/certificates needed
- Time frame
- Financial resources
- Support network

No one can take your knowledge away from you

Priorities

- **Priorities:** determine what needs to be done and in what order
 - You may need to adjust your priorities to reach your goals
- **Trade-off:** giving up one thing to do something else
- Be prepared to be flexible in all areas of your life-plan

TALK IT OUT

Identify priorities and trade-offs
for successfully completing this
course



Thank You!

S.M.A.R.T. Goals

Tools for making goals a reality

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Learning objectives

- Identify the criteria for good goals and SMART objectives
- Understand the importance and relevance of writing good goals and SMART objectives
- Independently write good goals and SMART objectives
- Understand how goals and objectives fit into performance management

**SUCCESS
IS THE SUM OF
SMALL EFFORTS,
REPEATED
DAY IN &
DAY OUT.**

- R. Collier

What are SMART Goals?

- Statements of the important results you are working to accomplish
- Designed in a way to foster clear and mutual understanding of what constitutes expected levels of performance and successful professional development



What are SMART Goals?

- SMART goals are meant to address all of your major job responsibilities.
- Remember, goals are intended to focus attention and resources on what is most important so that you can be successful in achieving your priorities. SMART Goals are goals for your day-to-day job.



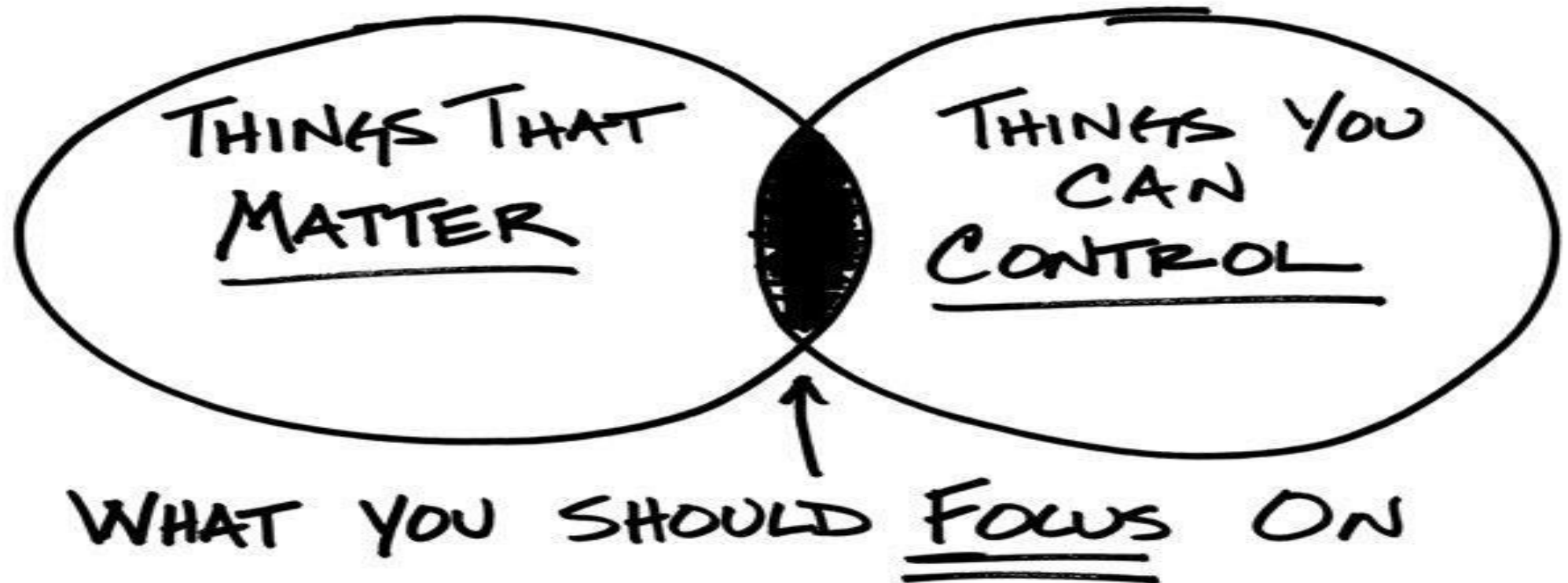
Why Setting Goals?

Common types of goals are to:

- o Increase something
- o Make something
- o Improve something
- o Reduce something
- o Save something
- o Develop someone (yourself!)



Why Setting Goals?



**A GOAL
WITHOUT
A PLAN
IS JUST
A WISH**

S.M.A.R.T. Goals are...

Specific
Measurable
Attainable
Realistic
Timely



S	Specific	What will be accomplished? What actions will you take?
M	Measurable	What data will measure the goal? (How much? How well?
A	Achievable	Is the goal doable? Do you have the necessary skills and resources?
R	Realisric	How does the goal align with broader goals? Why is the result important?
T	Time-Bound	What is the time frame for accomplishing the goal?

Specific

- When setting a goal, be specific about what you want to accomplish. Think about this as the mission statement for your goal.
- This isn't a detailed list of how you're going to meet a goal, but it should include an answer to the popular 'w' questions:

Specific

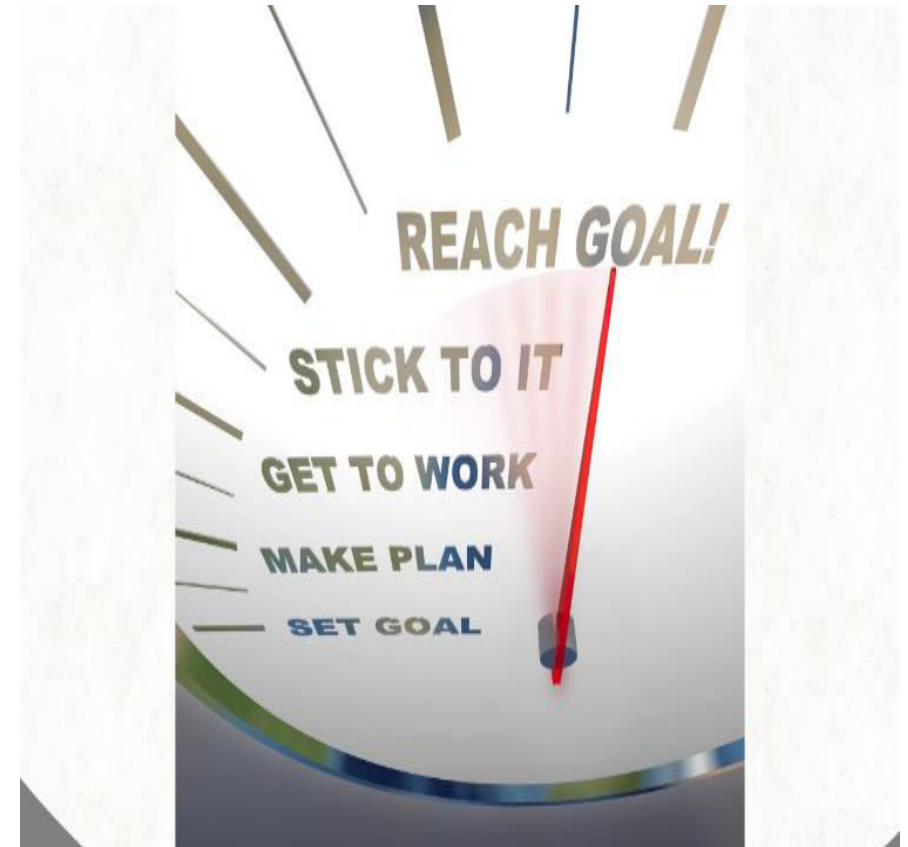
Specific goals answer the following questions:

- Who: Who is involved?
- What: What do I want to accomplish?
- Where: Identify a location.
- When: Establish a time frame.
- Which: Identify requirements/constraints.
- Why: Specific reasons, purpose or benefits of accomplishing the goal.



Measurable

- To determine if your goal is measurable, ask questions such as
 - How much?
 - How many?
 - How will I know when it is accomplished?



Attainable

- The goal is “do-able”
- It is action-oriented
- It is “within reach” of mortals!
- A may also stand for Action-oriented and that requires ***action*** verbs in the goal!



Timely

- You should establish a timeframe
- The timeframe ***must*** be realistic
- Everyone needs to know the timeframe...make it public



T

may also represent Tangible in that you can experience it with one of your senses!

Time to think...and write

Craft a personal goal

Craft a personal professional goal

Craft a goal for your staff for the upcoming school year



Use the S.M.A.R.T. techniques

Creating Smart Goals



SMART



Spécifique



Mesurable



Atteignable



Réalisable



*Temporellement
défini*



Thank You!