



Goal Setting

F.R.A.M.E. Your Goals

Fantasize

- Turn your fantasies into goals.

Reality

- Work hard to turn your fantasies into realities.

Aim

- Set high, yet realistic goals by balancing fantasy and reality.

Method

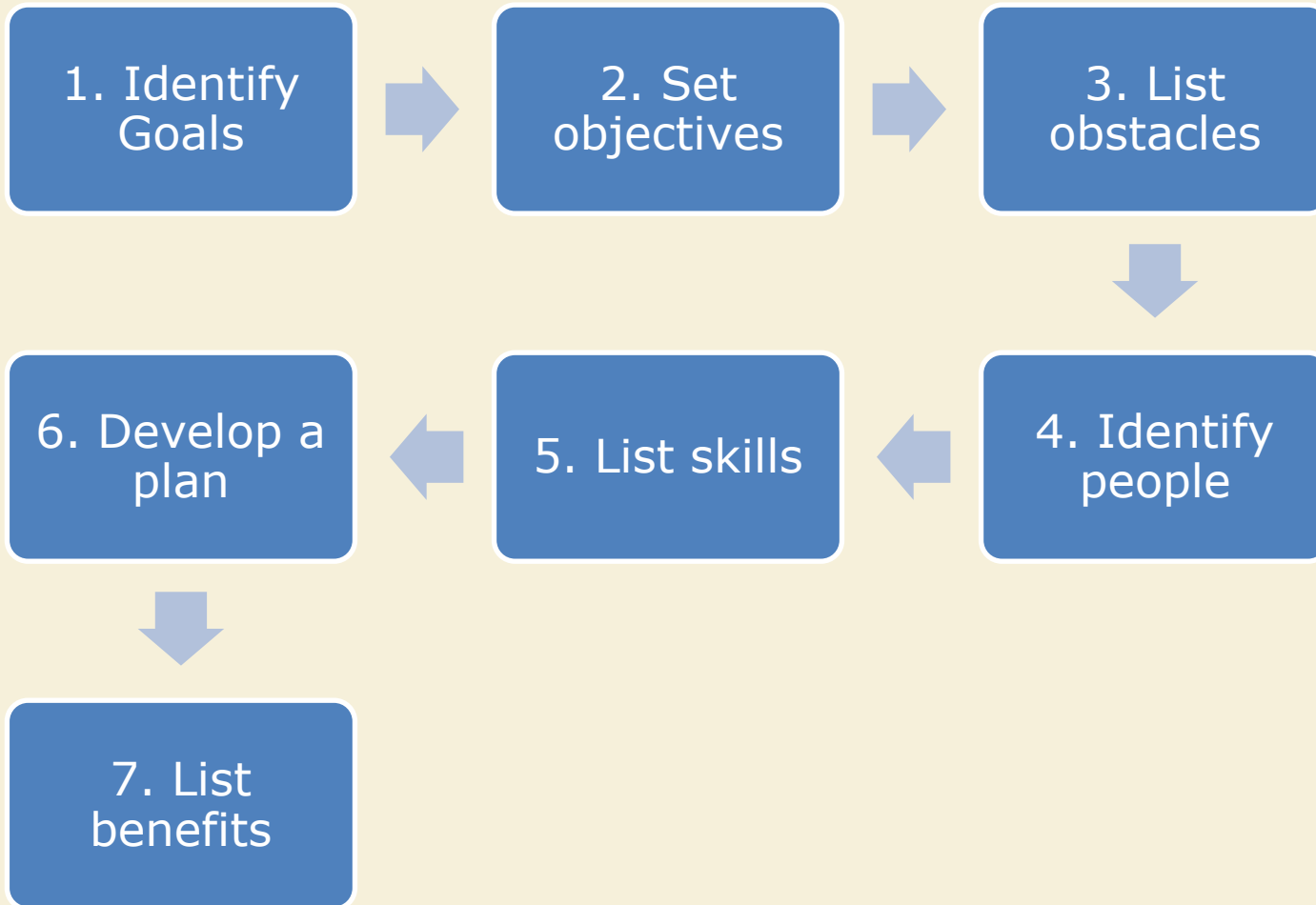
- Decide which goals you want to accomplish, and define how you will accomplish them.

Evaluation

- Review your progress and reflect on your successes and failures.



Seven Steps For Goal Setting



Program Objectives (1 of 2)

- ➡ Know the seven steps for goal setting.
- ➡ Know the six characteristics of goal setting.
- ➡ Be able to correctly write a personal, professional goal.
- ➡ Be able to help a co-worker write a personal, professional goal.



Program Objectives (2 of 2)

- ☞ Spur employees to new achievements.
- ☞ Reward employees with a feeling of success when they reach each goal.
- ☞ Link their actions directly to the objectives of the organization.



How to set Goals (1 of 3)

- ☞ State each goal positively.
 - *"Become more outgoing" instead of "Don't be so shy."*
- ☞ Be precise.
 - *Set dates, time periods, and measurements of success.*
- ☞ Set priorities.
 - *Give each goal a priority so you can focus on what is most important.*



How to set Goals (3 of 3)

👉 Set realistic goals.

- *It is good to have high goals. However, make sure that they can realistically be accomplished.*

👉 Do not set low goals.

- *If your goals are too low, it will be difficult to take them seriously, and the accomplishment will not mean much.*



Seven Types Of Goals (1 of 3)

- ☞ Physical: appearance, medical check-ups, exercise, weight, nutrition
- ☞ Family: listening, forgiving, role modeling, spending quality time, supporting, respecting, loving
- ☞ Financial: earnings, savings/investments, budget, insurance, charge accounts



Performance Goals – S.M.A.R.T

- 👉 **S**pecific
- 👉 **M**easurable
- 👉 **A**ttainable
- 👉 **R**ealistic
- 👉 **T**angible



Performance Goals – S

Specific

- *A goal that is specific is more likely to be accomplished. Specify:*
 - *Who is involved.*
 - *What you want to accomplish.*
 - *When you want to accomplish the goal.*
 - *Which requirements/restraints will provide obstacles.*
 - *Why you want to accomplish the goal.*



Principles of Goal Setting (1 of 2)

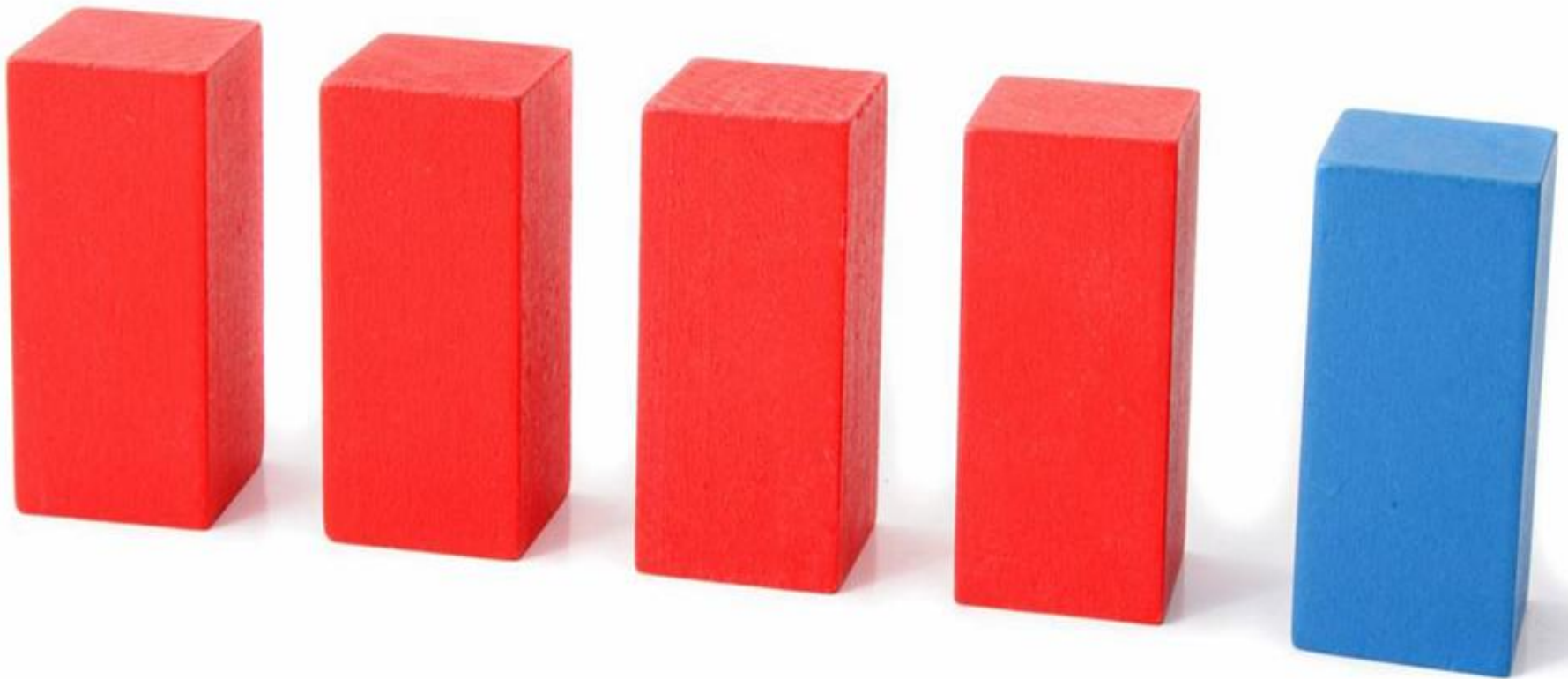
- ☞ Keep records to find out where you are.
- ☞ Commit to paper the goals you want to achieve.
- ☞ Be very specific.
- ☞ Set high, yet reachable, goals for the excitement/challenge.
- ☞ Make goals long-range to avoid daily frustrations.



Seven Types Of Goals



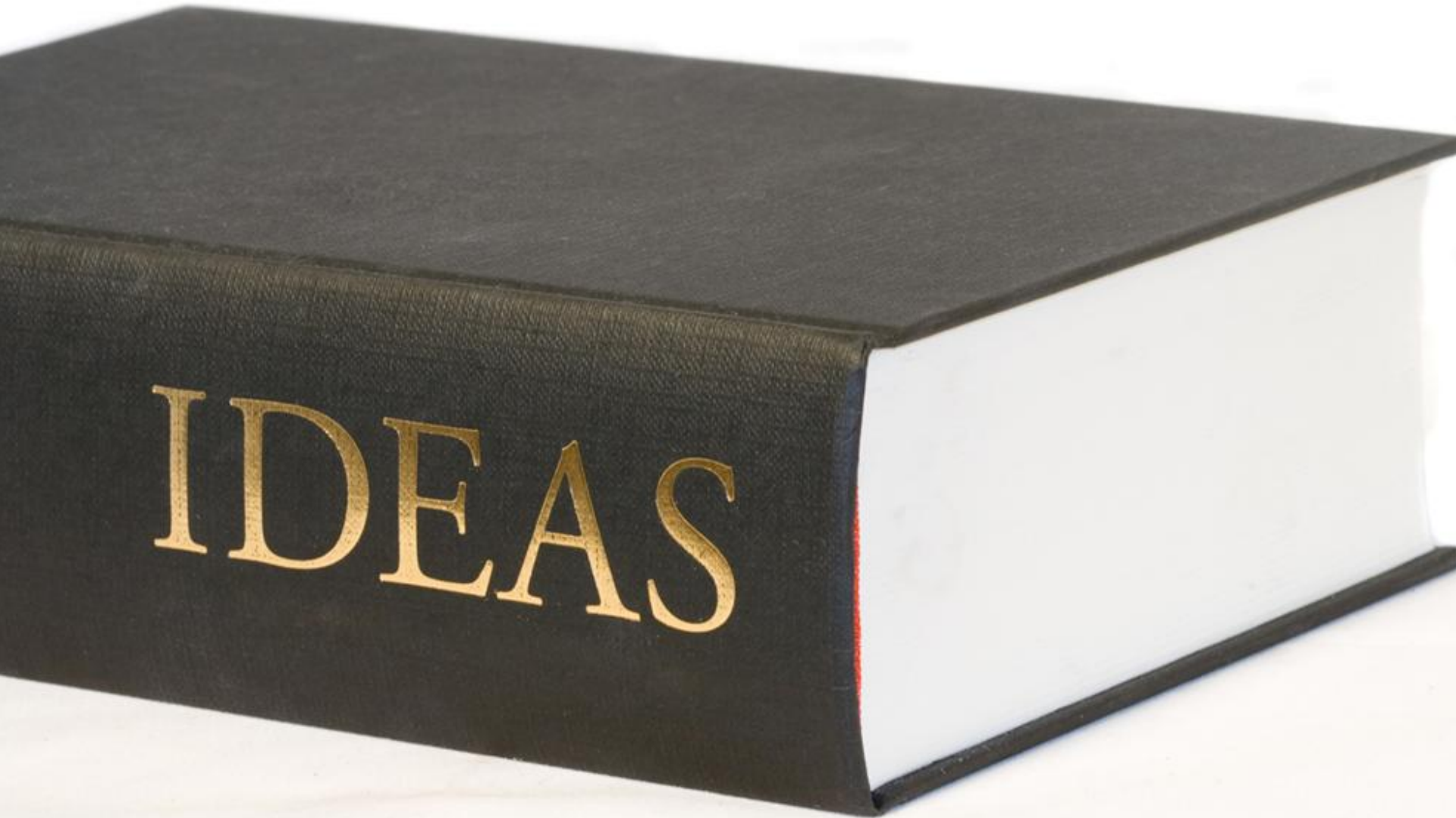
Five Qualities of Goals



Types of Goals



Steps to Writing Goals



Download “**Goal Setting**” PowerPoint presentation at **ReadySetPresent.com**

150 slides include: 2 definitions of goals and goal setting, 4 reasons why people do not set goals, 7 tips on how to set goals, 5 points of view and their perception versus reality, 7 types of goals, 11 points on developing goals, 7 steps for goal setting, 10 benefits of goals, 5 points on performance goals, 5 slides on S.M.A.R.T, 4 overarching objectives for goal setting, 3 points on defining key responsibilities, 9 principles of goal setting, 12 points on performance goals and standards, 4 slides on goal integration, 2 points on goals versus activities, 12 slides on the 5 qualities of goals, 13 slides on the 6 types of goals, 10 steps to writing goals, 4 points on goal integration procedure, 7 points on goal discussion procedure, 6 reasons why goals fail, 6 reasons why goals succeed, 16 action steps, and much more.

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