

Vision and Goal Setting Workshop



Workshop Objectives

- ❖ You will leave here with a better understanding of how to plan and lay down the foundation towards completing your goals.
- ❖ Receive tools to assist in completing your goals.
- ❖ Talk with peers about the challenges or road blocks that they have encountered.

Let's Get to Know Each Other!

- Who are you?
- What is your position and what department are you from?
- Why did you sign up for this workshop?

Goal Defined

GOAL

“The result or achievement toward which effort is directed; aim; end. ”

GOAL SETTING

“Establishing steps to meet the objectives of an individual or a firm.”

Take One!

Take one minute to write down a goal you currently have or a new goal you would like to accomplish (can be personal, educational, or work-related).



WONDERLAND EXPERIENCE

Alice: Would you tell me, please, which way I ought to go from here?

The Cat: That depends a good deal on where you want to get to.

Alice: I don't much care where.

The Cat: Then it doesn't much matter which way you go.

Alice: ...so long as I get somewhere.

The Cat: Oh, you're sure to do that, if only you walk long enough.

Tenzing-Hillary Airport

Lukla, Nepal

The airport is near the place where most people start their climb of Mount Everest. The paved tarmac is only accessible to helicopters and small aircraft. There is about a 2,000 ft angled drop at the end of the runway to the valley below (Wikipedia).



Tenzing-Hillary Airport landing

7 STEPS TO EFFECTIVE GOAL SETTING

Step 1: Define your goal

You don't have to know how, you just have to know what!

Ask yourself these questions:

- ❖ **What exactly do you want to accomplish?**
- ❖ **What achievement would be worth your very best effort?**
- ❖ **What would you attempt if you knew it was impossible to fail?**
- ❖ **What would you do for if you knew this was your very last chance?**
- ❖ **What role does this relate to? (4-7 major life roles)**

Step 2: Where are you right now?

Carefully examine where you are right now in terms of your goal. Are you continuing your “Alice Experience” or do you have a plan to reach the next level?

Are you willing to do things you may not want to do in order to reach your goal?

Nothing illegal of course!

Step 3: Be honest about what you need to do

In order to get where you want to go, you have to know how to get there.

- ❖ Do the research
- ❖ Find a mentor
- ❖ ASK QUESTIONS!!!!

What are your strengths and weaknesses? What sort of situations do you thrive or deteriorate?

Step 4: Formulate an improvement plan

- ❖ Tailor your plan to YOU!!
 - ❖ **Do you need to work daily, weekly, bi-weekly on your task?**
- ❖ **WRITE THEM DOWN!**
 - ❖ **SMART GOALS**

S.M.A.R.T GOALS

Specific

The goal should identify a specific action or event that will take place.

Measurable

The goal and its benefits should be quantifiable.

Achievable

The goal should be attainable given available resources.

Realistic

The goal should require you to stretch some, but allow the likelihood of success.

Timely

The goal should state the time period in which it will be accomplished.

Step 5) Make and work on short-term goals

- ❖ The goal that you set in step 1 may take a long time to reach, perhaps months or even years. Set short-term goals to keep you motivated throughout this time. Achieving these goals will give you feedback on your progress towards your ultimate goal. They should be process orientated, and reflect that achieving your goal is an ongoing process.



Step 6: You must commit!

- ❖ It is easy to say you're going to do something actually doing it is another story.
- ❖ This is why goals need to be reachable and motivational!
- ❖ **BALANCE BALANCE BALANCE**

Values x Expectations = Motivation

Step 7: Continually monitor your progress

- ❖ Is your goal plan actually working or does it need adjustment?
- ❖ Write down your small successes and lessons learned along the way.
- ❖ Make a checklist that charts your progress.
- ❖ Meet with your mentor.
- ❖ Continue to educate yourself about your ultimate goal.

Attacking the Bear

Dealing with challenges and road blocks

TIPS

- ❖ Write your goals down!
- ❖ Visualize!
- ❖ Create goals for different increments of time.
 - ❖ Don't be afraid to re-evaluate your goals.
 - ❖ Don't let your goals control you.
 - ❖ Find a balance!
 - ❖ Use positive language.
 - ❖ Be okay with change.
 - ❖ Be specific and simple!
 - ❖ Life HAPPENS!!
- ❖ These should be YOUR goals and not someone else's, reflect your values.
 - ❖ Reward yourself along the way.
 - ❖ HAVE FUN!

Questions or Concerns

Thank you for coming!

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