





LEARNING OBJECTIVES

- Recognize the importance of goal setting
- Identify the various types of goals
- Apply tips for setting effective goals
- Identify obstacles and different types of motivation to help overcome the barriers to goals







FAILING TO PLAN IS PLANNING TO FAIL

80% of individuals never set goals for themselves






Consider the following:

- Without knowing where you want to end up, how can you expect to get there?
- Goals give you a measure for success.
- Goals give you something to be accountable for.



WHY IS GOAL SETTING IMPORTANT?

- Long-term vision
- Short-term motivation
- Focus
- Organization
- Measurement
- Pride and progress
- Self-confidence



ANALYZING YOUR EXISTING SKILLS

What are your experiences and achievements to date?

Which skills are your strongest?

Which skills do you most enjoy using?


Which skills are your challenges, and how do you know this?






SWOT ANALYSIS




Internal	Your Strengths	Your Weaknesses
External	Opportunities in Your Career Field	Threats in Your Career Field



SWOT ACTIVITY



1. Draw a large square on a blank sheet of paper
2. Divide the box into 4 squares
3. Label each square with one of the following:
 - a. Strengths
 - b. Weaknesses
 - c. Opportunities
 - d. Threats
4. Start your SWOT analysis by entering something in each of the sections




SMART GOALS

SMART Goals Model

- **Specific**
- **Measurable**
- **Action-based**
- **Realistic**
- **Time-specific**








OUTCOME GOALS

Outcome goals represent the **desired results** that you plan to achieve.



- Long-term example:
"I want to own my own company in 10 years."
- Short-term example:
"I want to be promoted to manager by February 1st."




BEHAVIORAL GOALS

Behavioral goals represent the **changes you intend to make** to achieve your desired results.

- Long-term example:
"In three months, I will be doing cardio training three times per week for 40 minutes per workout."
- Short-term example:
"Beginning tomorrow, I will eat an apple with my lunch three days per week on Monday, Wednesday, and Friday."






 SURVEY

“I will spend 20 minutes on Tuesday brainstorming why I want to be manager by February 1st.”


What type of goal is this?



- A. Long-term, outcome goal
- B. Long-term, behavioral goal
- C. Short-term, outcome goal
- D. Short-term, behavioral goal


 

 TRY IT!

1. Write down one outcome goal.
2. Next, write down one behavioral goal that supports your outcome goal.







OBSTACLES

Obstacles are a natural part of the change process.

When you anticipate obstacles, you are able to come up with strategies to overcome them.

How you view obstacles is going to determine your ultimate outcome:


- Those who view obstacles as reasons to quit are ultimately going to be unsuccessful.
- Those who view obstacles as an opportunity to learn and improve their strategies will ultimately be much more successful.



PERSONAL BARRIERS TO GROWTH

- Fear
- Lack of motivation
- Contentment
- Skepticism
- Lack of resources








SURVEY

Currently, which of the following is your primary personal barrier?




- A. Fear
- B. Lack of motivation
- C. Contentment
- D. Skepticism
- E. Lack of resources




OVERCOMING OBSTACLES

Extrinsic Motivation
An extrinsically-motivated person will work on a task even when he or she has little interest in it because of the anticipated satisfaction from some reward.

Intrinsic Motivation
An intrinsically-motivated person will engage in activities that enhance or maintain his or her self-concept.
There is no reward other than the interest and enjoyment that accompany the activities.






 **MOTIVATION**


Extrinsic motivation comes from outside an individual

- Family and friends
- Coworkers and managers
- Promotions, raises, and performance evaluations

Intrinsic motivation is your internal “why”

- If you were successful in achieving your goals, how would your life be different?
- If you were successful in achieving your goals, what would you be doing that you aren’t?



 **OTHER HELPFUL TIPS**

Write down your goals




Prioritize your goals

Define a time span:

- When do I want to start working toward this goal?
- When do I want to have it achieved?


Keep a journal of your progress:

- Successes
- Problems and solutions
- New ideas and opportunities
- Results



ACHIEVING GOALS

It is important to celebrate and reward yourself when you reach your goals!



Open Oaks EAP Services

FINAL SUGGESTIONS

If you achieved the goal too easily, make your next goal harder.

If the goal took too long to achieve, make the next goal a little easier.

If you learned something that would lead you to change other goals, do so.

Despite achieving the goal, if you noticed your skills declining, decide whether to set goals to fix this.

Open Oaks EAP Services

Your EAP Services at a Glance

- Telephone and crisis counseling 24-7, 365
- Face-to-face or telephone based short term counseling
- Professional referrals to community resources as needed
- Legal and financial services and referrals
- Eldercare/Childcare assistance and referrals
- Take the Highroad Program - \$45 max reimbursement
- Employee and supervisor training seminars
- Crisis Intervention Services (CISD)
- Enhanced website with interactive will preparation, savings center, monthly newsletters, and more..






Toll-Free: 1-866-327-2400
Website: www.deeroakseap.com



THANK YOU

Questions?





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