



SASI PRESENTS:
Goal Setting Workshop

12.10.2013



Patty Farris, Human Resources

presents

Goal Setting Workshop

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- SASI invites USPS employees to this great training opportunity. As SDES moves into the performance appraisal timeframe, it is a perfect time to starting thinking about goals and what you would like to accomplish for the upcoming year. This is a time to clarify your goals and to ask what you need of your supervisor for your growth and development as a professional.
 - SASI, in conjunction with UCF Human Resources, hosted a Goal Setting workshop on Tuesday, December 10 from 9-11 in TA 117 that assists attendees in preparing their goals for their Performance Appraisal.
 - This interactive workshop provides attendees with the practical skills to establish and reach their professional and personal goals. It is an excellent way to be prepared for the discussion with their supervisor on goal setting.

Goal Setting



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Objectives:

1. Identify the importance of Dreams & Goal Setting
2. Learn the 9 steps to goal setting
3. Apply the SMART technique
4. Learn how to use the Goal Planning Form



DREAM

Don't be afraid of the space between your dreams and reality.

If you can dream it, you can make it so.

~Belva Davis

Goal Setting

Goals:

- “The state of affairs that plans are intended to achieve”
- Think of your goals as the destination of a trip. A goal is a desired end-result

9 Steps to Effective Goal Setting

1. Brainstorm
2. Make sure the goals are things you really want & value
3. Write down your goals
4. Create SMART goals
5. Create specific objectives to achieve your goal
6. Prioritize your goals
7. Find a goal buddy
8. Review & reevaluate your goals & objectives regularly
9. Celebrate your milestones



#1 Brainstorm

Consider goals to develop for Performance Appraisal listed below in key SDES core areas:

Vision

SDES empowers students to succeed by adding values

Mission

The Division of Student Development and Enrollment Services (SDES) engages students in the total collegiate experience at the University of Central Florida (UCF); from matriculation, to successful progression, graduation, and employment in a global workforce. This is accomplished by providing opportunities for values education, student development and success, leadership growth, experience based learning, and civic engagement which lead to overall student success.

Goals

- Promote student progression to graduation, graduate and professional school and productive employment.
- Create opportunities for students to develop and strengthen leadership skills.
- Assist students to further develop purpose, integrity, ethical practices, and civic responsibility.
- Embrace diversity and inclusiveness.
- Foster student engagement in the Central Florida citi-state and the global community.

Goal Setting

Strategic Initiatives

1. Values Education
2. Student Success and Student Development
3. Leadership and Diversity
4. Experience-Based Learning
5. Civic Engagement

UCF Creed

Integrity I will practice and defend academic and personal honesty.

Scholarship I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

Community I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

Creativity I will use my talents to enrich the human experience.

Excellence I will strive toward the highest standards of performance in any endeavor I undertake.

Goals sometimes include broader areas such as these as well:

- Career & Financial
- Family & Home
- Mental & Educational
- Spiritual & Ethical
- Physical & Health
- Social & Cultural

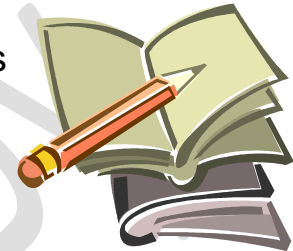
Goal Setting

#2 Values & Core Areas

- Make sure it is something you really want and _value_____, not just something that sounds good
- Goals should not contradict each other nor your values
- Goal should be _____significant_____

#3 Write down your goals

- The simple act of writing them down can set the process in motion
- This is your ___commitment_____ to achieving the goal
- Conscious promise to yourself to pay attention to the accomplishment of the goal
- Also include the benefit(s) of achieving the goal



Goal	Benefits of achieving this goal
Increase customer service in my HR section	Meeting annual appraisal expectations, improved partnerships, helping others to meet their customer needs and deadlines, feel better about work, increased morale and engagement at work

#4 Create SMART goals

For Goals to be effective they must be “SMART”:

- **Specific**
- **Measurable**
- **Achievable**
- **Realistic**
- **Time-specific**



Goals should be positive not negative

Specific

■ Answer these questions:



- Who is involved?
- What do I want to accomplish?
- Where? Identify a location
- How do I get there?

Measurable

- Stay on track
- Lets you know when your goal is accomplished
- Answer these questions:
 - How much?
 - How many?
 - How often?
 - How well?

Achievable

- Base your aims on “normal-day _____” estimates
- Just out of reach but not out of ___sight_____
- How are you going to get there?

Realistic

- A goal in which you are both ___**willing**_____ and ___**able**_____ to do
- Think about what conditions have to exist to accomplish this goal

Time-specific

- Help you set deadlines
- Use dates and times (if necessary)



#5 Create specific objectives



Goal Setting

If goals are the destination of our trip then objectives are the roadmap!

What are objectives?

- Objectives are the specific tasks you do to accomplish your goals
- Help break down your goals into manageable steps
- Create specific objectives to achieve your goals
- Also consider: Who might help you; results you expect; & when you expect to complete it

(SAMPLE) GOAL PLANNING FORM FOR 2014 PROFESSIONAL GOALS

Action Plan for: Jane Doe

Today's Date: 12/06/13

GOAL:

To improve computer proficiency in MS Word from Beginner to Intermediate level.

	SPECIFIC TASKS TO DO IN ORDER TO ACHIEVE THE ABOVE GOAL	START DATE	WHO?	RESULTS EXPECTED	DATE COMPLETED
1.	Identify resources available	2/15	Jane	Know if there is a budget for training and/or books available in the office.	
2.	Review MS Office for Dummies book	3/31	Jane	Will have a broader understanding of MS Word & will have acquired a few new skills. Can use book to refer to on certain projects.	
3.	Research dates & cost to attend MS Word training	3/1	Jane Brenda	Have a list of potential dates/costs/locations to attend training.	
4.	Attend MS Word training – Intermediate level	4/15	Jane	Pass the test at the end of class. Have books/handouts to refer back to. Learn at least 5 new skills.	
5.	Practice new skills and provide supervisor with document samples of 5 new skills	6/15	Jane	Offer a sample of at least 5 new skills learned in class.	
6.	Continue to practice using new skills	ongoing	Jane	Computer skills and efficiency should continue to improve	
7.					

GOAL & ACTION PLANNING FORM

Action Plan for: _____

Today's Date: _____

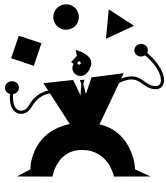
GOAL:

SPECIFIC TASKS TO DO IN ORDER TO ACHIEVE THE ABOVE GOAL	START DATE	WHO?	RESULTS EXPECTED	DATE COMPLETED
1.				
2.				
3.				
4.				
5.				
6.				
7.				

OVERALL RESULTS EXPECTED:

REWARD:

#6 Prioritize your goals



Benefits:

- Helps you avoid feeling overwhelmed by too many goals
- Directs your attention to the most important goals

Tip: Your goal planning forms are a great way to see what should be your priorities... take advantage of them!

#7 Find a goal buddy

A goal buddy provides:

- Motivation
- Accountability
- Determination
- Positive attitude

How to make your buddy relationship work:

1. Pick someone with similar goals and interests
2. Regularly communicate with one another
3. Establish ground rules to help each of you achieve your goals
4. Celebrate your successes with one another



Tip: Consider giving your buddy a copy of your action planning forms so they can help keep you on track

#8 Review & reevaluate regularly

- Post Goal Planning Form so you see it often
- It is a crucial part of your success and must become part of your routine
- Every time you make a decision, ask yourself, "Does it take me closer to, or further from my goal?"
- Set reminders to help keep deadlines
- If you are unhappy with your progress, assess what is keeping you from accomplishing the goal
- If you need to change your goal do not consider it a failure, consider it a victory as you had the insight to realize something had changed

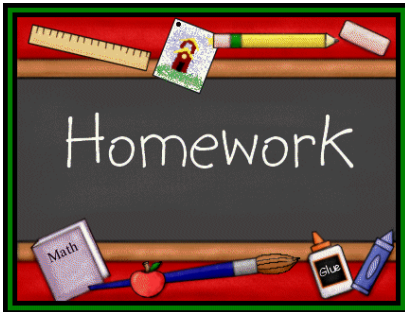
#9 Celebrate the milestones



- Achieving goals raises your self confidence
- Celebrate your ___milestones_____, not just the end result
- Keep your buddy updated on your progress so they can celebrate with you

“We aim above the mark to hit the mark.”

Ralph Waldo Emerson



- Share goals with your Goal Buddy (Supervisor) and/or supportive family & co-workers
 - 30 days
 - 60 days
- Post your goals where you'll have a daily reminder

Helpful Sites:

Free

General tracking: <http://www.joesgoals.com>

Sparkpeople: <http://www.sparkpeople.com/myspark/mysparkstart.asp>
(fitness/weight loss)

Mission builder: <http://www.franklincovey.com/msb>

Book reading tracker: www.goodreads.com

*They have an app for iPhone and it has a scanning feature to scan the barcode of the book.

Cost Money

www.Mygoals.com

Wellness wheel: <http://www.testwell.org>

“My philosophy of life is that if we make up our mind what we are going to make of our lives, then work hard toward that goal, we never lose - somehow we win out”

Ronald Reagan

GOAL & ACTION PLANNING FORM

Action Plan for: _____

Today's Date: _____

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GOAL & ACTION PLANNING FORM

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