



## Setting Goals and Objectives

Everyone has the potential to succeed, but what distinguishes people who manage to set goals and achieve excellence? This Goal Setting workshop explores the nature of goals and a process for mastering the art of setting and achieving them.

This workshop is hands-on. Using a goal-setting instrument, participants will be guided through the process of creating their own goals and objectives, both professional and personal, to improve upon their competency.

### Outline

#### **Analyzing the Difference between Goals and Objectives**

- Clearly differentiating between a goal and an objective
- Highlighting the relationship between goals and objectives

#### **How Personality Type Effects One's Relationship to Goals and Objectives**

- The four temperaments and how goals are approached
- Determining which type you are and how to manage your style

#### **What the Research Says: The S.M.A.R.T. Methodology for Developing Objectives**

- Unpacking the S.M.A.R.T. methodology for determining objectives:
  - Specific
  - Realistic
  - Measureable
  - Time-oriented
  - Achievable

#### **How to Remain Focused on a Goal**

- Find your *why*; find your *will*; find your *way*
- Taming your to-do list and developing your to-be list

#### **Collaborating with Team Members to Attain Goals**

### Outcome:

Having created an actual set of goals and objectives in this workshop, participants will have developed a clear understanding of the process and the value of goal-setting to productivity and team work.