


P A R T

I

What Is A Goal?




A black and white illustration of a man with a wide-eyed, confused expression. A large question mark is positioned above his head. He has his hands outstretched in a questioning gesture. The background is dark and textured.

P A R T

II

Who Sets Goals and How Do They Agree?




A black and white illustration of two men sitting at a table. The man on the left is speaking, and the man on the right is listening. Speech bubbles above them contain the words: "I'D LIKE TO", "SURE", "GO", "RIGHT!", and "UP/HUH?".

P A R T

III

How Are Goals Set?



A black and white illustration of a woman standing and pointing with a stick, addressing a group of four people seated around a table. The scene appears to be a formal meeting or presentation.

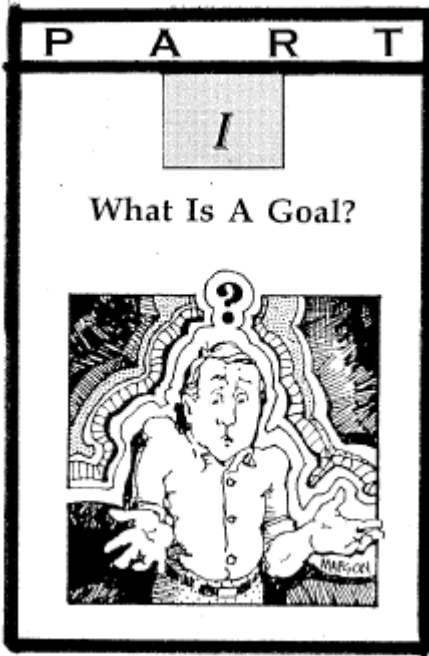
P A R T

IV

Goal Achievement



A black and white illustration of a person standing on the left, reaching up to place a block with the number '5' on top of a stack of blocks. The stack consists of blocks with numbers '2', '3', and '4'. Above the stack is a starburst shape containing the word "SUCCESS".



1. WHAT IS A GOAL

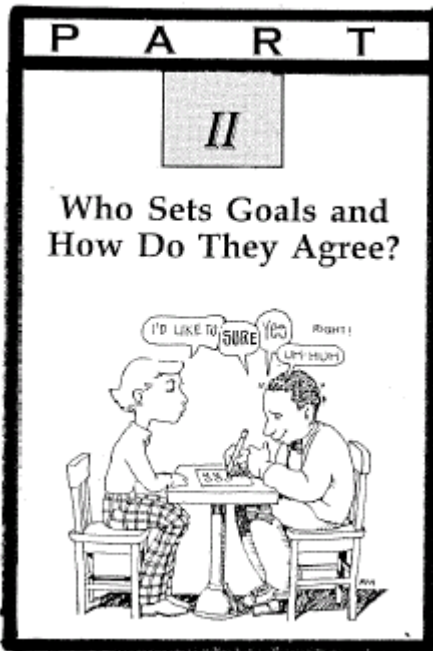
“A goal is an end toward which you direct some specific effort”

Elements: To Accomplish, Measurable, Time, Costs, Written

- ✓ Mission - A reason for being.
- ✓ Goal - Specific and measurable accomplishments to be achieved.
- ✓ Objectives - Tactics to be used to reach or achieve the goals.

Example

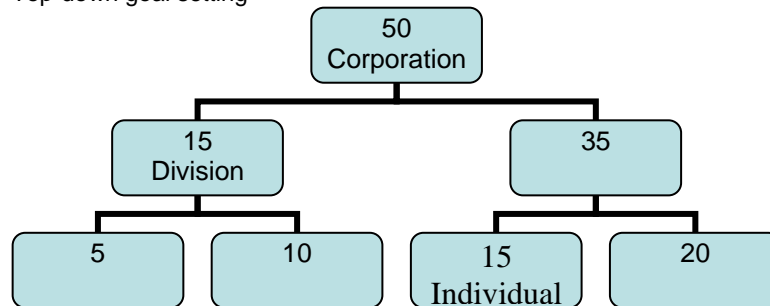
- ✓ Mission - Industry Leader in product transfer to clients.
- ✓ Goal - Documentation of every product and service for clients.
- ✓ Objectives - Select, discuss and produce information on each product.



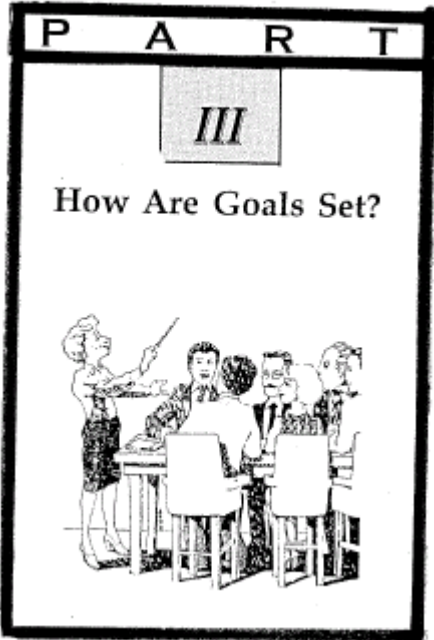
2. WHO SETS GOALS AND HOW DO THEY AGREE

Process of Analysis – Discussion, Compromise, Agreement, Communication,

Top-down goal setting



- ✓ Discussion - Wants, needs and capabilities.
- ✓ Compromise - Give and take.
- ✓ Agreement - Settlement on goals to be achieved.
- ✓ Communication – feedback



3. HOW ARE GOALS SET

- 1) Identify opportunities –
 - ✓ (personal desires)
 - ✓ (business desires) Identification versus development.

Goal types: Essential, Problem solving, Innovative, Other.

- 2) Writing - S.M.A.R.T.
 - ✓ Specific,
 - ✓ Measurable,
 - ✓ Action orientated,
 - ✓ Realistic,
 - ✓ Time (resource constrained)
- 3) Develop goals – Classify type, prioritise and establish standards of performance
 - ✓ (min. acc. outs),
 - ✓ identify obstacles,
 - ✓ determine W.I.I.F.M (what's in it for me)
- 4) Formulate action plans. Action goal form (page 66) of the book or last page in this model.



4. GOAL ACHIEVEMENT

Implement

- ✓ Who,
- ✓ what,
- ✓ when,
- ✓ how,
- ✓ how much

Monitor

Progress (action form serves as check list)

Revise Objectives

- (review of obstacles)

Comprehensive Goal Foundation -

- ✓ Identify Opportunities
- ✓ SMART
- ✓ Development
- ✓ Written Action Plan
- ✓ Implement 6. Monitor
- ✓ Revise Plan

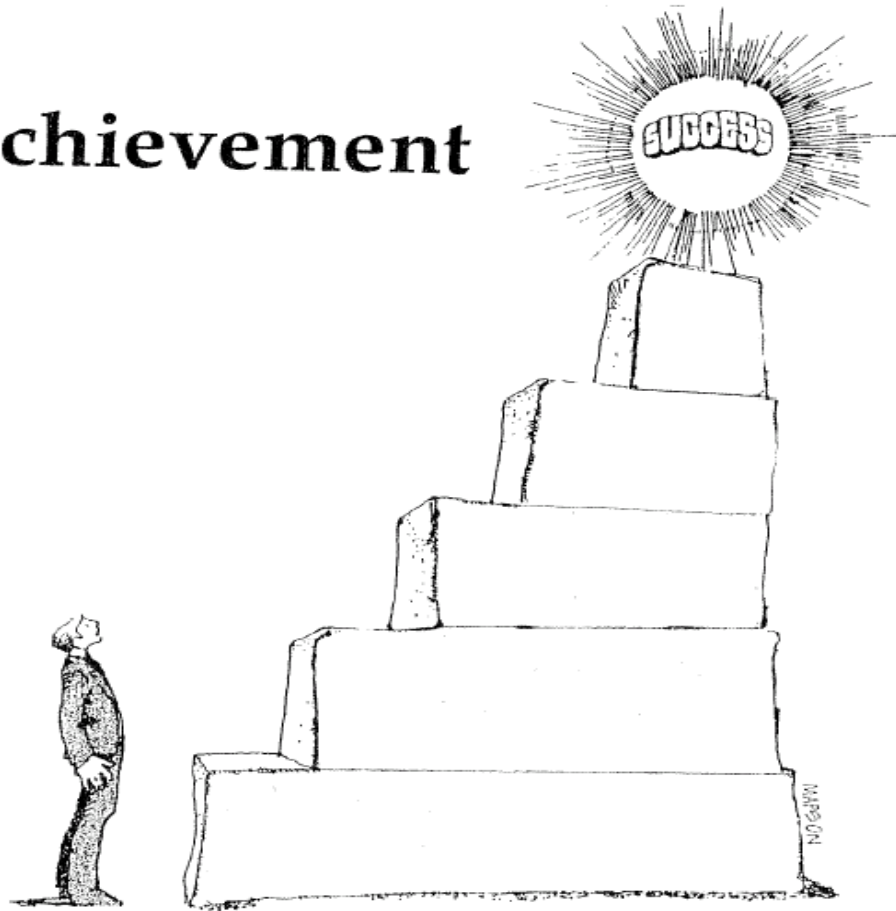
- Goal Achievement Activities

www.Austhai.biz - **GOAL SETTING**

GOAL	RATIONALE FOR THIS GOAL
ACTION PLAN : (Steps/Procedure/Assignments) 1. 2. 3. 4.	DEADLINES: 1. 2. 3. 4.
PROJECTED RESULTS (Success Indicators): <input type="checkbox"/> Immediate : <input type="checkbox"/> Long Term :	
OBSTACLES / CONSTRAINTS:	
COST (Dollars, Personnel Time):	
PERSON RESPONSIBLE:	COMPLETION DATE:

Goal

Achievement

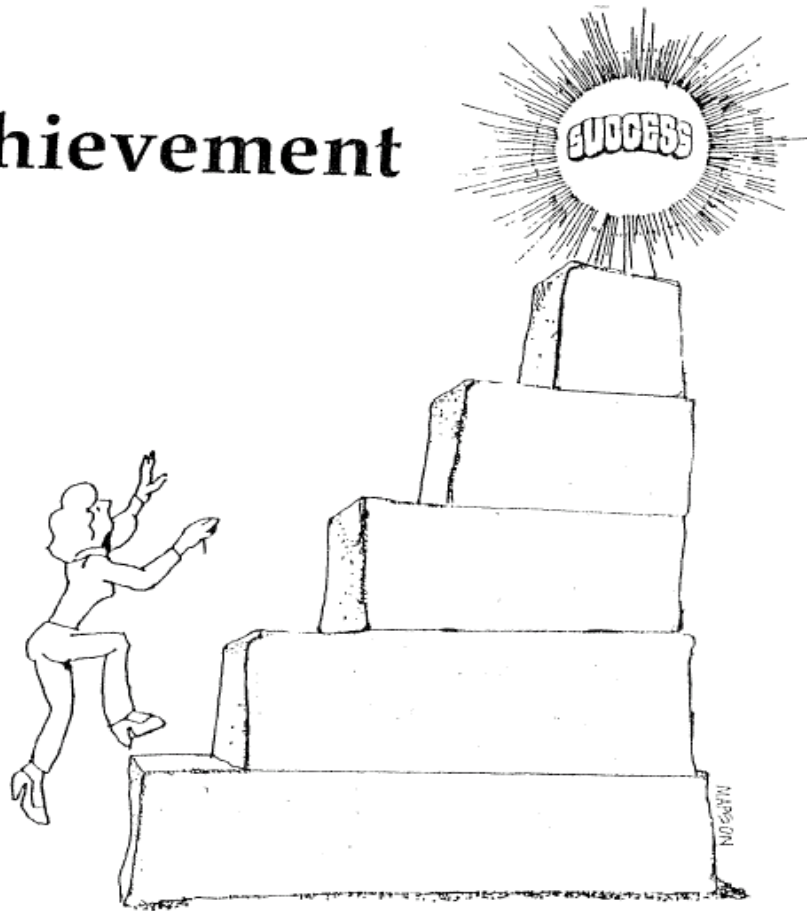


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Goal

Achievement



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