

coaching for the life & career you deserve

completely.

Goal Setting

Set Yourself up for Success in 2021



Completely Coaching
80 M Street, SE
Washington, DC 2003

Presented by
Sarah Glenn
Career and Life Coach

January 14, 2021
CoachSarahDC@gmail.com
www.completelycoaching.com

Today's Agenda



coaching for
the life & career
you deserve



Expectations:
Be Kind & Patient
Participate & Take Notes



Define goals



How to set goals



Helpful tools & tips



Q&A



"A goal without a plan is
just a wish."

ANTOINE DE SAINT-EXUPÉRY

Defining Goals

WISH

- Can be impulsive - desire based
- Lack structure
- Given or obtained
- Unclear of benefits
- Short-term excitement
- Lacks growth mindset

GOAL

- Time specific
- Quantifiable, specific **outcome** or **result focused**
- Earned & require growth
- Planning required
- Process, performance, outcome



Types of Goals

- Habit or Action Based = Doing
- Performance or Results = Earning or Getting
- Short Term vs. Long term



Effective Goal Setting

1. SPECIFICALLY DEFINE OUTCOME
2. UNDERSTAND MOTIVATORS
3. UNDERSTAND BELIEFS
4. MAKE A PLAN & TRACK IT
5. SEEK ACCOUNTABILITY
6. TAKE ACTION
7. REFLECT & REFINE

Clearly Define Your Goal & Desired Outcome

<u>Specific</u>	What <u>exactly</u> do you want your outcome to be?
<u>Measurable</u>	<u>How</u> will you know when you have met your goal?
<u>Attainable</u>	Can you reach this goal through your <u>own action</u> ?
<u>Relevant</u>	Does this goal <u>make sense</u> for you?
<u>Timely</u>	How much <u>time</u> do you need to accomplish it?





Get leverage...

Understand your motivators

WHY IS THIS A MUST?

- What will it cost you not to reach this goal in the immediate and long term?
- Who does it affect? Why does this matter?
- What do you get from reaching the goal immediately?
- In the long term?

BE SURE TO...

- Make a written list
- Set a visual reminder

A black and white photograph of a hand holding a magnifying glass. The lens of the magnifying glass is focused on a dirt road that stretches into the distance, flanked by fields and trees. The background of the photo is blurred.

Understand Your Beliefs

Beliefs dictate your actions which create your reality

How are these beliefs serving you?

How are they hindering you?

What would it cost you to let them go?

What have you been telling yourself about this goal?

What evidence do you have that indicates these beliefs are valid? What evidence refutes them?

Reframe

When those beliefs come up, what could you tell yourself instead? How might telling yourself this new story change your reality?



Mapping & Tracking

- Outline each of the known steps to get you there
- Identify milestones that indicate progress
 - Daily, weekly, & monthly progress check-ins
 - Create mini-rewards along the way
- Schedule check-points to evaluate
- Create small progress rewards along the way





Get Support

Accountability matters

- Find the right teammate or coach
 - Friend, family, manager, colleague, mentor, coach, therapist
- When will you reach out to them?
- What support will you ask for?
- When will you check in with them?
- What are the consequences?

Take Action

What will you do, by when, to take
action & make progress?

IMMEDIATELY

I will...



THIS MONTH

I will...



THIS QUARTER

I will...





Reflect and Refine

Monitor your progress

- Review commitments since last check in
- Evaluate successes and areas to improve
- Celebrate your wins!
- Make plans to overcome any barriers or losses
- Select next primary focus & schedule your actions
- Set priorities & action steps before next check in
- Share your results & next steps with accountability partner

Pro-Tips

- One at a time
- Identify the ONE thing each day, week, and month
 - Set aside time EVERY week to take action
 - The One Thing | Gary Kellerman
- Always Measure Your Progress
| Trackers are GREAT
 - The 4 Disciplines of Execution | McChesney, Covey & Huling
- Career Focused
 - Design Your Life | Burnett & Evans
- Turn the "Goal Work" into habit
 - The Power of Habit | Charles Duhigg
- Seek experts and consistent accountability
- Surround yourself with people doing the same things
 - Focusmate.com
- Always reward your successes!



Thank you!



coaching for
the life & career
you deserve

80 M Street, SE
Washington, DC 20003

Phone
717-478-4560

Website
www.completelycoaching.com